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**Section 3000: Administration**

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### 3110—ADMINISTRATION GOALS

Proper administration of the school is vital to a successful educational program. The general purpose of the district's administration shall be to coordinate and supervise, under the policies of the Board of Education, the creation and operation of an environment in which students learn most effectively. Administrative duties and function should be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive officer, the Superintendent of Schools, to provide administrative leadership.

The district's administrative organization shall be designed so that all divisions and departments of the school district are part of a single system guided by Board policies which are implemented through the district superintendent. Principals and other administrators are expected to administer their units in accordance with Board policies and the district's rules and procedures. The execution of directives, however, cannot by itself be construed as good administration. Vision, initiative, resourcefulness, and wise leadership, as well as consideration and concern for staff members, students and parents, are essential for effective administration.

The Superintendent of Schools and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignments. The Board shall be responsible for specifying requirements and expectations of the Superintendent, and holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. The Superintendent shall be responsible for specifying the requirements and expectations for all administrators, for holding each accountable by evaluating how well the requirements and expectations have been met.

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Policy Revised 2/10/92

## 3210—QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

TITLE: SUPERINTENDENT OF SCHOOLS

### QUALIFICATIONS:

The Superintendent shall hold a valid Nebraska Standard or Professional Administrative and Supervisory Certificate.

### PERSONNEL RELATIONSHIPS:

1. The Superintendent is responsible directly to the Board of Education and works with all advisory committees created to assist in the operation of this school district.
2. The Assistant Superintendent, the Director of the Special Services Support Cooperative, Director of Business and all other administrative staff of the district are responsible to the Superintendent.

### GENERAL FUNCTIONS:

The Superintendent is the Board's chief executive officer and the administrative head of all divisions and departments of the school system. It is his duty to administer the policies of the Board and provide leadership for the entire school system. The Superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in Board policies and the educational program. The Superintendent provides the initiatives, the driving force, and the technical guidance for the improvement of the total program of the school system. The delegation of responsibility and authority for the operation of the various functions of the school system is one of his duties. He is responsible to the Board for all functions of the school, including (a) Evaluation, (b) Planning, (c) Reporting, (d) Personnel, (e) Coordination, and (f) Board policies.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Evaluating effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, and administration, business procedures, personnel procedures, auxiliary services, efforts to promote public understanding and other aspects of the total program.
2. Planning for both current situations and for long range development of program improvements in each of the areas listed above, working closely with other personnel in the various divisions of the school organization and with the Board.
3. Reporting on the results of his evaluation efforts and his recommended plans for improvement to the Board, and with the approval of the Board, to the general public through speeches, news releases, and the school community activities.
4. Serving as the representative of the Board in handling public complaints and criticisms of all phases of the school system, bringing unresolved problems to regular or special meetings of the Board.
5. Making recommendations to the Board, after consultation with other appropriate personnel, concerning the appointment, promotion, or separation of all personnel.
6. Assuming full responsibility for the selection of all personnel, definition of job responsibilities, and the placement of staff within the school district.

7. Providing for in-service professional growth of all personnel responsible to the Superintendent.
8. Coordinating the efforts of all personnel and working toward the achievement of established goals.
9. Anticipating problems, where possible, and recommending appropriate policies to the Board of Education before problems actually arise.
10. Reviewing policies with the Board, making recommendations for additions, deletions, or modifications as necessary.
11. Participating at all meetings of the Board of Education and Board committees as appropriate.
12. Supervising the establishment or modification of the boundaries of the attendance areas for the various schools and implementing all necessary rules and regulations of attendance.
13. Submitting and recommending to the Board for its approval new courses of study, the elimination of obsolete courses of study, and the adoption of textbooks.
14. Preparing and submitting to the Board a tentative budget and a final detailed budget following deliberations by the Board and testimony gathered at required public hearings. (Legal Ref. 23-925; 23-927)
15. Performing such other duties as the Board may direct.

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(This job description is codified as a policy because it is the guide to the position of the Board's chief executive officer. All other job descriptions shall be ratified as administrative rules and included in the appropriate part of the section on personnel.)

### 3211–SUPERINTENDENT'S COMPENSATION AND BENEFITS

The salary of the Superintendent, additional benefits, vacation entitlements, and other leave shall be determined at the time of his appointment or re appointment and shall be a part of his or her written contract. Additional benefits such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves of absence shall equal those granted other professional staff members but may exceed if provided contractually.

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### 3310--ADMINISTRATIVE ORGANIZATION PLAN

The superintendent shall develop an organizational chart for the district. The lines of authority on the charts represent direction of authority and responsibility.

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### 3320-POLICY IMPLEMENTATION

The policies developed by the Board of Education and the administrative regulations or procedures developed to implement all policies are designed to insure an effective and efficient school system. Suggested additions, deletions and modifications to existing policies and regulations are welcomed from employees, students, and the interested public.

All administrators are responsible for informing subordinates of policies and regulations and for seeing that they are implemented. Disregard for Board policy and administrative direction shall be interpreted as willful neglect of duty and shall constitute grounds for dismissal. Any employee who believes that he or she is subject to improper action may institute a formal grievance procedure. (Legal Ref. 79-1254.02 to .08)

Policy Adopted 10/1/76

Policy Revised 2/10/92

### 3330–ADMINISTRATIVE INTERNS

The superintendent may recommend the placement of an administrative intern:

1. As a temporary support to staff and service delivery of the district, or
2. In conjunction with an accredited training institution, to provide necessary experience to qualified candidates in administrative graduate programs.

Any internship position will be considered temporary and as such will not carry any assumption of continuous administrative placement.

Policy Adopted 11-14-94

