

SECTION 2000

ADMINISTRATION

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ADMINISTRATION

BOARD OF EDUCATION

POLICY JOB DESCRIPTION FOR THE BOARD OF EDUCATION

A board of education 's prime responsibility is that of setting policy which the superintendent and staff use in administering the public schools.

It is important that a job description be understood by each and every board member so that action by individuals does not infringe upon the administration of the district. Boards following this description should have a good basis for an evaluation of their operation.

TITLE: THE BOARD OF EDUCATION

RESPONSIBILITY: The board of education is directly accountable to the electorate and is responsible for providing a quality educational program as economically and efficiently as possible.

GENERAL DUTIES: The board of education shall advise, counsel and establish policy for the entire school system.

DUTIES: The board of education shall:

1. Be solely responsible for the employment and evaluation of the superintendent.
2. Recognize the superintendent's responsibility for all administrative functions.
3. Support the superintendent in all decisions that conform to existing board policy.
4. Refer applications, complaints, communication and other matters directly to the superintendent unless such is brought before the board in a meeting or is an appeal from a decision of the superintendent or his designee.
5. Require evaluation procedure of staff by the superintendent or his designee in accordance with board policy.
6. Recognize the importance of having superintendent present at meetings of the board including executive sessions.

7. Expect the superintendent to make recommendations on all issues that concern the school system on which the board may take action.
8. Develop a procedure for ongoing communications between the board and superintendent.
9. Establish policy as needed consistent with good management practices.
10. Provide for a well managed, fiscally responsible system by providing sufficient help, guidance and direction.

Policy Adopted:
SCHOOLS
January 9, 1995
Reviewed: November 8, 2009

MEAD PUBLIC
Mead, Nebraska

ADMINISTRATION

SUPERINTENDENT

POLICY RESPONSIBILITY OF THE SUPERINTENDENT

The Board elects a Superintendent of Schools who is responsible for the interpretation and administration of these policies and rules within the school system. The Superintendent shall serve as executive officer of the Board, and as head of the school system. He shall attend all Board meetings unless excused at his request.

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SCHOOLS
May 10, 1993
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MEAD PUBLIC
Mead, Nebraska

ADMINISTRATION

SUPERINTENDENT

POLICY JOB DESCRIPTION OF THE SUPERINTENDENT

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Experience in teaching and school administration totaling at least 10 years.
2. An earned specialist degree with a major in educational administration.
3. A valid superintendent's license issued by the state school board of education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district.

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board and its committees, including executive sessions, except when own employment or salary is under consideration. Monitors for the legal operation of such meetings.
2. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.

3. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
4. Prepares the annual operating budget recommendations and implements the Board approved budget.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
6. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
7. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
8. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
10. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
11. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
12. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools.
13. Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.
14. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the

delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.

15. Studies and revises, together with the staff and with the recommendation of the principal, all curriculum guides and courses of study, on a continuing basis.
16. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school building; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district. Oversees the management of facilities, equipment and vehicles and supervise those directly responsible for these areas.
17. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
18. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends and current legislative issues affecting our schools.
19. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
20. Maintains adequate records for the schools, including a system of financial accounts; business and property records, and personnel, school population, and scholastic records, acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
21. Makes recommendations to the Board Concerning the transportation of pupils in accordance with the law and the requirements of safety.
22. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
23. Provides for the completion of Federal, State and local reports. Completes all NCLB, NSSRS Staff, REAP, SPED and IDEA financial reports and grant requests.
24. Tends to other duties required by policy, State or Federal laws.

TERMS OF EMPLOYMENT: Twelve months a year. Salary to be arranged with the Board.

EVALUATION: Performance of this job will be evaluated annually.

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MEAD PUBLIC
Mead, Nebraska

ADMINISTRATION

ELEMENTARY PRINCIPAL

POLICY JOB DESCRIPTION OF THE ELEMENTARY PRINCIPAL

ELECTED BY: Board of Education upon recommendation of the Superintendent.

TERMS OF ELECTION: Utilizing the specific requirements contained herein, the Board of Education shall, annually, not later than the January meeting of the current year, review the evaluation of the Elementary Principal as completed by the Superintendent, a copy of which has been provide to the Elementary Principal prior to the review.

The contract between the district and the Elementary Principal shall commence on August 1 of one year and terminate, unless renewed, on or about June 5 of the succeeding year unless otherwise adapted by agreement of both parties. The contract shall be for 205 days of service.

Salary and benefits shall be a matter of personal negotiations procedure between the Board of Education and the Elementary Principal.

BASIC FUNCTION: Consistent with existing school philosophy and school district policies governing the administration of the elementary school and the resources allocated for educational purposes, the elementary principal shall:

1. Provide leadership to effectively implement educational and instructional goals and objectives.
2. Keep informed of changing trends in education and transmit this information to appropriate personnel.
3. Provide for a system of management which ensures an effective and efficient utilization of students, staff, and resources providing for the most effective operation of the elementary school.

GENERAL REQUIREMENTS: As minimum requirements, the Elementary Principal shall:

1. Have in force a valid Nebraska Administrative and Supervisory Certificate for grades K-6.
2. Have obtained a Masters Degree in school administration or a Masters Degree in elementary education with an administrative endorsement from an accredited institution of higher learning.
3. Have been an elementary teacher for five years with one year in a supervisory or administrative position;

OR

Have been an elementary administrator for not less than three years;

OR

A combination of the above as modified by the Board of Education upon recommendation of the Superintendent.

SPECIAL REQUIREMENTS: In order to perform in an effective manner, the elementary principal shall possess the following special requirements:

1. The ability to communicate and exhibit effective leadership potential to the students, staff, and the community.
2. Working familiarity with special education programs and their operation.
3. Familiarity with laws, rules and regulations as they affect the operation of the elementary school.
4. The ability to effectively coordinate all of the educational and support services of the elementary school.

RELATIONSHIPS: The Elementary Principal:

1. Shall report to and keep the Superintendent informed of all new developments, serious problems, and unusual situations involving the elementary school.

2. Shall report directly to the Board of Education through the regular board meeting reports as scheduled by the Superintendent.
3. Shall exchange information with the Jr-Sr High School Principal to coordinate efforts in curriculum development, in-service work, and the overall program of the school.
4. shall schedule all extra curricular activities with the activities director in order to avoid conflicts in scheduling.

SPECIFIC RESPONSIBILITIES:

A. Board of Education

1. Attends regular and special meetings of the Board of Education in a resource capacity unless excused by the superintendent.
2. Carries out the directions of the Board of Education in the most expeditious manner possible.

B. Supervision

1. Students - The Elementary Principal shall:
 - a) Establish an educational environment which facilitates maximum learning potential for each student.
 - b) Maintain student records to ensure accuracy, completeness, and security as well as confidentiality.
 - c) Establish and enforce reasonable rules and regulations, with approval of the Board of Education and the Superintendent, so as to effect the smooth operation of the elementary school.
 - d) Encourage and provide for curricular study and revision as needed.
 - e) Provide time, materials and guidance for the all-school achievement teaching program.
 - f) Provide direction and means for the operation of those extra curricular activities as have been designated for the elementary school by the Board of Education.
 - g) Ensure that materials, time and personnel have been provided for the Elementary Media Center so as to allow for the various needs of the students and staff.
 - h) Direct such special education programs as have been established by the Board of Education in a manner which takes into account the special needs of all the children.

(ADMINISTRATION 2210 Continued)

ELEMENTARY PRINCIPAL

POLICY JOB DESCRIPTION OF THE ELEMENTARY PRINCIPAL

2. Professional Staff - The Elementary Principal shall:
 - a) In cooperation with the Superintendent, screen, interview, evaluate, and select candidates for elementary professional positions.
 - b) Recommend to the Superintendent those teachers designated for selection, retention or dismissal.
 - c) Evaluate, according to Board Policies, all members of the professional staff and provide, in writing, a summary of those evaluations.
 - d) Provide guidance and direction to the professional staff on methods and means to encourage the improvement of instruction.
 - e) Provide for programs K-6 for staff development and in-service activities, and coordinate in the development of K-12 programs.
 - f) Establish, in consultation with the Superintendent, the assignment or reassignment of the elementary staff.

3. Classified Staff - The Elementary Principal shall:
 - a) Be responsible for the selection, evaluation, and direction of the classified staff upon consultation with the Superintendent and ratification of the Board of Education.
 - b) Ensure the smooth operation of the Elementary School office to include secretarial and clerical duties.
 - c) Share the direction of the food service personnel with the Jr-Sr High Principal to ensure efficient and successful operation of the lunch program.
 - d) Be responsible for the functioning of the custodial staff so as to provide for the efficient and economical operation of the plant.
 - e) Direct activities, assignment, and selection of teacher aides to allow for their most efficient utilization.

4. Facilities - The Elementary Principal shall:
 - a) Provide for the security and safety of the equipment, building, and grounds of the elementary school.
 - b) Establish a program and provide direction for the care and maintenance of the equipment, building and grounds of the elementary school.
 - c) Ensure that playground and playground equipment are of a sufficient type and in sound condition to provide for the enjoyment of all students.

- GENERAL: Consistent with the existing school philosophy and school district policies, the elementary Principal shall:
1. Maintain budgetary and fiscal accountability in accordance with the directions of the Superintendent and in a manner consistent with efficient and economical operation.
 2. Provide a program of community public relations so as to project a positive image of the Elementary School.
 3. Coordinate the Elementary School activities with outside agencies to enable them to most effectively serve students.

EVALUATION: The Superintendent shall evaluate the performance of the Elementary Principal a minimum of two (2) times in each administrative year according to approved evaluative criteria and format. Such evaluation shall be based upon the criteria contained in the position description and upon the goals, objectives and priorities as jointly developed by the Elementary School Principal and the Superintendent.

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SCHOOLS
July 12, 1993
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MEAD PUBLIC
Mead, Nebraska

ADMINISTRATION

SECONDARY PRINCIPAL

POLICY JOB DESCRIPTION OF THE JR-SR HIGH SCHOOL PRINCIPAL

ELECTED BY: Board of Education upon recommendation of the Superintendent.

TERMS OF ELECTION: Utilizing the specific requirements contained herein, the Board of Education shall, annually, not later than the January meeting of the current year, review the evaluation of the Secondary Principal as completed by the Superintendent, a copy of which has been provide to the Secondary Principal prior to the review.

The contract between the district and the Secondary Principal shall commence on August 1 of one year and terminate, unless renewed, on or about June 5 of the succeeding year unless otherwise adapted by agreement of both parties. The contract shall be for 205 days of service.

Salary and benefits shall be a matter of personal negotiations procedure between the Board of Education and the Secondary Principal.

BASIC FUNCTION: Consistent with existing school philosophy and school district policies governing the administration of the secondary school and the resources allocated for educational purposes, the secondary principal shall:

1. Provide leadership to effectively implement educational and instructional goals and objectives.
2. Keep informed of changing trends in education and transmit this information to appropriate personnel.
3. Provide for a system of management which ensures an effective and efficient utilization of students, staff, and resources providing for the most effective operation of the secondary school.

GENERAL REQUIREMENTS: As minimum requirements, the Secondary Principal shall:

1. Have in force a valid Nebraska Administrative and Supervisory Certificate for grades 7-12.
2. Have obtained a Masters Degree in school administration with appropriate secondary (7-12) endorsement or a Masters Degree in secondary education with appropriate administrative endorsement from an accredited institution of higher learning.
3. Have necessary certification and experience qualifications to conform to current North Central Association accreditation standards for secondary principals.

SPECIAL REQUIREMENTS: In order to perform in an effective manner, the secondary principal shall possess the following special requirements:

1. The ability to communicate and exhibit effective leadership potential to the students, staff, and the community.
2. A strong background in curriculum development and familiarity with state and federal reporting requirements and financial assistance programs.
3. Familiarity with laws, rules and regulations as they affect the operation of the secondary school.
4. The ability to effectively coordinate all of the educational and support services of the secondary school.

RELATIONSHIPS: The Secondary Principal:

1. Shall report to and keep the Superintendent informed of all new developments, serious problems, and unusual situations involving the secondary school.
2. Shall report directly to the Board of Education through the regular board meeting reports as scheduled by the Superintendent.
3. Shall exchange information with the Elementary School Principal to coordinate efforts in curriculum development, in-service work, and the overall instructional program of the school.
4. Coordinates, in cooperation with the Activities Director, all secondary school activities.

SPECIFIC RESPONSIBILITIES:

A. Board of Education

1. Attends regular and special meetings of the Board of Education in a resource capacity unless excused by the superintendent.
2. Carries out the directions of the Board of Education in the most expeditious manner possible.

B. Supervision

1. Instruction - The Secondary Principal shall:
 - a) Establish an educational environment which facilitates maximum learning potential for each student.
 - b) Maintain student records to ensure accuracy, completeness, and security as well as confidentiality.
 - c) Establish and enforce reasonable rules and regulations, with approval of the Board of Education and the Superintendent, so as to effect the smooth operation of the elementary school.
 - d) Encourage and provide for curricular study and revision as needed.
 - e) Ensure that materials, time and personnel have been provided for the Secondary Media Center so as to allow for the various needs of the students and staff.
2. Professional Staff - The Secondary Principal shall:
 - a) In cooperation with the Superintendent, screen, interview, evaluate, and select candidates for secondary professional positions.
 - b) Recommend to the Superintendent those secondary teachers designated for selection, retention, dismissal, or reassignment.
 - c) Evaluate, according to Board Policies, all members of the professional staff and provide, in writing, a summary of those evaluations.
 - d) Provide guidance and direction to the professional staff on methods and means to encourage the improvement of instruction.
 - e) Provide for programs 7-12 for staff development and in-service activities, and coordinate in the development of K-12 programs.
 - f) Orient newly assigned staff and assist in their development as individually appropriate.
3. Classified Staff - The Secondary Principal shall:
 - a) Be responsible for the selection, evaluation, and direction of the classified staff upon consultation with the Superintendent and ratification of the Board of Education.

- b) Ensure the smooth operation of the Secondary School office to include secretarial and clerical duties.
- c) Share the direction of the food service personnel with the Elementary Principal to ensure efficient and successful operation of the lunch program.
- d) Be responsible for the functioning of the custodial staff so as to provide for the efficient and economical operation of the plant.
- e) Direct activities, assignment, and selection of teacher aides to allow for their most efficient utilization.

4. Facilities - The Secondary Principal shall:

- a) Provide for the security and safety of the equipment, building, and grounds of the secondary school.
- b) Establish a program and provide direction for the care and maintenance of the equipment, building, and grounds of the secondary school.
- c) Be responsible for the scheduling of all utilization of secondary facilities during and after normal school hours.

5. Administration - The Secondary Principal shall:

- a) Provide leadership through staff planning for budgetary needs and assists the Superintendent in administering and monitoring budget allocations.
- b) Provides recommendations regarding facilities and building needs coordinated with the intent of the total educational program.
- c) Prepares and promptly submits for approval all federal and state reports requested.
- d) Causes to be maintained an accurate, continuous, and current inventory of all school supplies and equipment under the control of the Jr-Sr High School.
- e) Shall have direct supervision over the school guidance program and shall cause to be maintained accurate and complete assessment of the total student and to provide for security and confidentiality of such records.

GENERAL: Consistent with the existing school philosophy and school district policies, the Secondary Principal shall:

- 1. Shall establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board policies and administrative directives; and to discuss and resolve individual student problems.

2. Provide a continuous program of community public relations so as to project a positive image of the Secondary School.
3. Coordinate the Secondary School activities with outside agencies to enable them to most effectively serve students.
4. Undertake all other duties as the Board of Education and changing conditions shall mandate.

EVALUATION: The Superintendent shall evaluate the performance of the Secondary Principal a minimum of two (2) times in each administrative year according to approved evaluative criteria and format. Such evaluation shall be based upon the criteria contained in the position description and upon the goals, objectives and priorities as jointly developed by the Secondary School Principal and the Superintendent.

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MEAD PUBLIC
Mead, Nebraska