

Job Description of the Superintendent

AR-2110

Job description of the superintendent of schools:

- I. Serves as the chief executive officer of the board of education.
- II. Serves as the educational leader of the school district.
- III. Shall administer the school in conformity with the adopted policies of the board of education rules and regulations of the State Department of Education and in accordance with state law.
- IV. Defines educational needs, formulates proposed policies for presentation to the board of education for their review and adoption. Makes recommendations to the board of education for the implementation of programs.
- V. Shall make board of education policies accessible to school board members and interprets these policies to school personnel and the general public.
- VI. Shall supervise, either directly or through the delegation of authority, all activities of the school system and sees that these activities are carried out in compliance with the policies established by the board of education.
- VII. Shall inform the board of education concerning decisions that are made which are not covered in board of education policies.
- VIII. Shall prepare and send out agenda, special reports, and minutes for board of education meetings on Friday before the second Monday of each month.
- IX. Shall attend and participate in all regular and special board meetings unless excused at his or her request, except for those executive sessions in which his or her own re-election is under discussion. Makes recommendations and advises the board of education on subjects affecting the school district.
- X. May request, at his or her discretion or at the request of the board of education, the attendance of school district personnel at meetings of the board of education to explain programs in use or planned for use by the school district.

- XI. Shall keep up-to-date on trends and laws in education by attending local, district, state, and national meetings or conferences with prior board of education approval.(The expenses incurred by attending these meetings will be paid by the school district.)
- XII. With the assistance of staff members the superintendent of schools shall be responsible for the preparation of the annual budget for the ensuing year and shall submit this budget to the board of education for review and approval. After adoption he or she should make every attempt possible to operate within the limits set forth by the budget.
- XIII. Shall be responsible for establishing and maintaining efficient procedures and effective controls for all expenditures of school funds in accordance with accounting procedures set forth by the Nebraska Department of Education, the Office of the State Auditor, and as may be recommended by the auditor retained by the board of education.
- XIV. Shall direct the annual audit of all school district funds, which the school district may have.
- XV. After consultation with other staff members the superintendent of schools shall recommend to the board of education the selection of new textbooks or textbook series.
- XVI. Shall establish and oversee keeping an up-to-date inventory of textbooks, library books, moveable equipment, AV equipment, athletic equipment, music equipment, uniforms, typewriters, computers, etc.
- XVII. With the board of education's approval, he or she shall authorize the advertising, oversee the holding of interviews, and recommend to the board of education the offering of contracts to teachers.
- XVIII. Shall provide final approval for the assignment or transfer of all school personnel to their particular school, jobs, and responsibilities as may be best for the school system and in conformance with each individual's qualifications.
- XIX. Recommends to the board of education for their final action the promotion, demotion, dismissal, or salary changes for all employees.

- XX. Represents the board of education as liaison between the school district and the community and other institutions or agencies. Establishes and maintains a program of public relations that will keep district patrons well informed of the activities of the school district. Maintains a public relations program, which will result in a wholesome and cooperative working relationship between the school and the community.
- XXI. With the assistance of other administrators and staff members, develops the school calendar and presents it to the board for board of education for approval.
- XXII. Shall oversee the completion of all forms required by Federal, State, or County agencies and as may be required for local needs, and sees that they are properly filed before their due date.
- XXIII. Shall be responsible for all short term and long-range planning concerning school facilities.
- XXIV. Shall be responsible for overseeing the development of procedures for the classification and advancement of students and for the transfer of students from one program to another in accordance with guidelines set forth by the Nebraska Department of Education and existing policies of the board of education.
- XXV. Shall call, or cause to be called, meetings of school district employees as may be necessary to efficiently and effectively carry out the educational program of the school district.
- XXVI. Shall be responsible for the general operation of the school system, for the educational growth and welfare of the students and for the development of the staff.
- XXVII. Shall be responsible for establishing and approving a method for maintaining an accurate accounting of all district people under the age of twenty-one whose parents or guardians live within the boundaries of this school district.
- XXVIII. Shall be directly responsible (or responsible through the delegation of responsibility) for scheduling the use of buildings and grounds by all groups and organizations.
- XXIX. Shall perform such other tasks as may, from time to time, be assigned by the board of education.

XXX. Shall adhere to the "Code of Ethics" set forth by the American Association of School Administrators.

Serves as ex officio member of committees

Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.

Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used by schools.

Assists the Board of Education with staff negotiations with professional and nonprofessional personnel.

Supervises methods of teaching, supervision, and administration in effect in the schools.

XXXI. Physical, Mental, and Moral Criteria:

A. Prior to employment as the superintendent of schools for this school district the board of education may require a candidate to submit himself or herself to a physical examination by a licensed physician mutually agreed upon by the superintendent candidate and the board of education. This physical examination will be repeated annually. The cost of this examination will be paid for by the school district. The minimum requirements of the examination shall include the following, plus other requirements as may be determined by the board of education and/or the attending physician. The failure to meet any of these requirements may result in a review of the overall qualifications of and individual for the position of superintendent of schools, by the board of education:

1. Visual acuity: 20/40 vision in each eye, with or without corrective lens.
2. Peripheral vision of at least 70° in each of both eyes.
3. Hearing loss should be no greater than 40 decibels at 500 Hz., 1000 Hz., and 2000 Hz. with or without a hearing aid when tested with an American National Standard calibrated audiometric device.

4. Blood pressure above 160/90 mm. Hg. should be reported.
5. Stethoscopic examination shall be required. Murmurs or arrhythmias and any past history of cardio-vascular diseases should be reported.
6. Any abdominal wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal activity should be reported. Any hernia should be reported, if present.
7. A urinalysis shall be required. Any acute infection of the genito-urinary tract, any indications of uncontrolled diabetes, symptomatic albumin-urea in the urine, or other findings should be reported.
8. Any established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which may interfere with the performance of the individual should be reported.
9. The indication of use of an amphetamine, narcotic, or other habit-forming drug, or any clinical diagnosis of alcoholism should be reported.
10. Any established medical history or clinical diagnosis of a communicable disease or of the Human Immunodeficiency Virus (HIV) should be reported.

B. Minimum physical activity.

	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking			X	
Sitting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving		X		
Lifting				

30# Max.		X		
Carrying 20 ft.		X		
Manual Dexterity Tasks ¹			X	

¹ Use telephone and calculator. Prefer some computer skills with spreadsheet, and word processing knowledge.

C. Prior to the employment of a candidate as the superintendent of schools the board of education will request a criminal records check of the candidate from the Nebraska State Patrol, Criminal Investigation Division, 14th and Burnham Street, P.O. Box #94907, Lincoln, NE 68509-4907 and a record of satisfactory driving from the Nebraska Department of Motor Vehicles, Driver Records Section, 301 Centennial Mall South, P.O. Box 94789, Lincoln, NE 68509-4789, or from the comparable agency from the State in which the candidate resides.

D. Prior to the employment of any candidate as the superintendent of schools the board of education will provide the candidate with a copy of the school district's Policy 4070, Drug Free School and Community.

The board of education reserves its right to require any school district employee to undergo a substance abuse test at any time, at the discretion of the board.

XXXII. Minimum educational preparation requirements.

- A. Nebraska Educational Specialist Certificate, or equivalent.
- B. Holds a Nebraska administrative certificate with endorsement as superintendent, or equivalent.
- C. Successful classroom teaching experience desirable.

XXXIII. Must be able to deal with stressful situations.

XXXIV. Perform other duties as requested by the board of education.

XXXV. Reports to the board of education.

Legal Reference:	§73-101	
	Through	Public Lettings.
	§73-106	
	§79-550	Board of Education, Change
		Numbers of Board Members,
		Vacancy, How Filled.
	§32-543	Class III School District,
		School Board Members, Terms,
		Qualifications.