

# **ADMINISTRATION**

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## **2.1—DUTIES OF THE SUPERINTENDENT**

The Superintendent, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the District. The Superintendent shall be responsible to the Huntsville Board of Education for administering the school system according to the mandates of the laws, Arkansas Department of Education, other agencies of jurisdiction, and policies governing school operations. While the Superintendent may delegate his duties when and where necessary and appropriate, he/she shall be responsible to the Board for the results of those duties delegated.

The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Some of the Superintendent's duties include:

- 1) Implementing the policies of the Board;
- 2) Being responsible for the planning and implementation of an educational program in accordance with State and Federal requirements and the needs of the District;
- 3) Reporting to the Board concerning the status of the educational program, personnel, and operations, and making recommendations for improving instruction, activities, services, and facilities;
- 4) Acting as a liaison between the Board and school personnel;
- 5) Making recommendations to the Board concerning personnel employment, discipline, and termination;
- 6) Communicating the District's vision and mission to staff, students, parents, and the community;
- 7) Being responsible for the development of short- and long-term goals for the District;
- 8) Preparing and presenting an annual budget for the District to the Board for its consideration;
- 9) Administering the District's budget and regularly reporting to the Board on the financial condition of the District;
- 10) Attending and participating in all meetings of the Board except when his/her employment is being considered;
- 11) Preparing, in consultation with the Board President, the agenda for all Board meetings;
- 12) Being responsible for the planning and implementation of an effective personnel evaluation system that is aligned with the goals of the District; and
- 13) Maintaining a current knowledge of developments in curriculum and instruction, as well as pertinent legal changes, and advising the professional staff and Board of such information.

Date Adopted: July 8, 2002  
Last Revised:

## **2.2—SUPERINTENDENT COMPENSATION**

The salary and employment benefits of the Superintendent shall be determined by the Board. This includes such benefits as insurance, transportation allowances, annual vacations, holidays, and any other entitlements as deemed appropriate.

Date Adopted: July 8, 2002

Last Revised:

## **2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES**

The Huntsville School District Board of Directors recognizes the District benefits from the superintendent and the members of the Board of Directors jointly attending school board member training conferences. The joint attendance provides an opportunity for the superintendent and members of the Board of Directors to develop their working relationship in a less formal setting and allows the superintendent and members of the Board of Directors to jointly build upon the training received. These benefits are even more evident when the superintendent is new to the District.

In recognition of these benefits, the Board of Directors authorizes the Huntsville School District to cover the costs associated with the current superintendent or the individual who has a signed superintendent contract with the Huntsville School District for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: April 9, 2018

Last Revised:

## **2.3.1HSD—SUPERINTENDENT COMPENSATION AND BENEFITS (Superintendent's Automobile)**

The Board of Education recognizes that the Superintendent of Schools, in the pursuance of his numerous responsibilities, has need for an automobile. It approves, under the conditions defined, the purchase or rental of an automobile by the District.

1. When the Superintendent wishes to procure an automobile, he shall make a recommendation to the Board concerning a rental or purchase arrangement.
2. The basic purpose of an automobile provided by the District is to provide transportation for the Superintendent for business reasons.
3. The District will pay all cost of maintenance, insurance, licenses, rental fee, if any, and all other operating costs.
4. As a general rule, an automobile will be eligible for replacement when it is either three years old or has been driven in excess of 50,000 miles.
5. All traffic violations incurred through the use of the district provided automobile are the financial responsibility of the Superintendent.

Date Adopted: July 8, 2002

Last Revised:

## **2.4.HSD – SUPERINTENDENT RESIDENCE IN DISTRICT**

As a condition of employment, the Superintendent shall be required to live within the District.

Date Adopted: July 8, 2002

Last Revised: