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ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT

The Superintendent shall be the chief executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system. The Superintendent may delegate responsibility for the operation of various segments of the school system, but he shall be responsible to the Board of Directors for the results produced. Specific responsibilities shall be:

- A. Administer the development and maintenance of an educational system designed to meet the needs of the community.
- B. Recommend policies on organization, finance, instruction, personnel, school plant, and other functions of the school program.
- C. Maintain a set of written policies and procedures for the guidance of the school system and interpret them to the staff and community.
- D. Recommend the number and types of positions required to provide for the proper operation of the school system.
- E. Nominate for appointment, assign, and define the duties of all personnel.
- F. Conduct such research as is required for the orderly implementation of a functional school program.
- G. Keep the Board of Directors continuously informed on the progress and conditions of all the schools.
- H. Keep the public informed concerning the needs of the schools through a continuous study and evaluation.
- I. Attend and participate in all meetings of the Board
- J. Ex-officio member of all committees of the Board.
- K. Supervise the preparation of the annual budget and recommend it to the Board of Directors for approval.
- L. Assume other duties as assigned by the Board of Directors.

Date Adopted: August 21, 2006

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.

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Last Revised:

2.3---DUTIES OF THE ASSISTANT SUPERINTENDENT

The Assistant Superintendent will provide leadership and coordination for exploring, developing and implementing instructional projects and other administrative services assigned by the Superintendent.

Specific responsibilities shall be:

- A. To coordinate the implementation of standards for accreditation to the State Department of Education and North Central Association
- B. To coordinate the recruitment and hiring for certified staff
- C. To coordinate and provide inservice education programs for the growth of all staff
- D. To research, develop, implement, and evaluate the District's academic program
- E. To coordinate and screen textbook adoptions
- F. To evaluate personnel and serve as a resource person
- G. To coordinate the Federal Programs – Chapter I, Chapter II, Green Thumb Program, Adult Education, Migrant Education, Equity, Special Education, and other programs in which the District participates.
- H. To coordinate the grant writing
- I. To coordinate district-wide testing
- J. Report to and perform other duties as assigned by the Superintendent

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Last Revisited:

2.4---DUTIES OF THE BUILDING PRINCIPAL

The primary function of the building principal is to plan, develop, and implement the educational program of the school.

Specific responsibilities shall be:

- A. To plan, develop, and implement the total curricular and extra-curricular program of the school
- B. To plan and direct the inservice education of the staff
- C. To visit classes frequently and serve as a resource person to provide individual help to teacher.
- D. To select and assign all school personnel
- E. To evaluate all assigned personnel
- F. To establish and maintain good relationships between pupil-staff, school-community, school-central office and administration-staff.
- G. To coordinate the total school program with programs of other schools.
- H. To establish, publish, and maintain the policies and regulations of the school
- I. To implement the policies and regulations of the school district.
- J. To maintain and report necessary attendance records.
- K. To maintain and report necessary pupil and staff personnel records.
- L. To maintain proper discipline and inculcate principles of good citizenship
- M. To assign and schedule students
- N. To plan and supervise the maintenance and custodial services of the school
- O. To administer the financial affairs of the school and properly account for all funds of the school
- P. To care for and account for the equipment of the school
- Q. To oversee the food service operation of the school
- R. To perform other duties as assigned
- S. Reports to and is responsible to the Superintendent

Date Adopted: August 21, 2006

Last Revisited:

2.5---DUTIES OF THE ASSISTANT PRINCIPAL

The primary function of the Assistant Principal is to assist the principal in planning, developing, and implementing the educational program of the school.

Specific responsibilities shall be:

- A. Assist in planning, developing and implementing the total curricular and extra-curricular program of the school
- B. Assist in planning and directing the inservice education of the staff
- C. Visit classes frequently and serve as a resource person to provide individual help to teachers
- D. Assist in selecting and assigning school personnel
- E. Assist in the evaluation of assigned personnel
- F. Help to establish and maintain good relationships between pupil-staff, school-community, school-central office and administration-staff
- G. Assist with the coordinating of the total school program with programs of other schools
- H. Help to maintain the policies and regulations of the school
- I. Help to implement the policies and regulations of the school district
- J. Assist with attendance
- K. Help to maintain pupil and staff personnel records
- L. Help to maintain proper discipline and inculcate principles of good citizenship
- M. Assist with student scheduling
- N. Help to plan and supervise the maintenance and custodial services of the school
- O. Account for funds, supplies, and equipment as assigned by the principal
- P. Perform other duties assigned by the principal
- Q. Reports to and is responsible to the principal

Date Adopted: August 21, 2006

Last Revisited:

2.6---DIRECTOR OF TRANSPORTATION

The Director of Transportation plans, directs, and controls the overall activities of transportation.

Specific responsibilities shall be:

- A. To coordinate the system-wide transportation program
- B. To coordinate the recruitment and hiring recommendations for bus drivers and mechanic
- C. To provide inservice educational programs for the growth of all staff
- D. To coordinate purchasing of needed supplies and equipment
- E. Evaluate personnel and serve as a resource person as directed by the Superintendent
- F. To coordinate insurance claims
- G. To coordinate student discipline between the transportation department and building principals
- H. Report to and perform other duties as assigned by the Superintendent

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2.7---DIRECTOR OF FOOD SERVICES

The primary function of the Director of Food Services is to be responsible for planning, organization, directing and controlling the development of the school's food service on a sound nutritional, educational and financial basis.

Specific responsibilities shall be:

- A. Consults with principals and cafeteria managers on quantities and quality of food and equipment needed
- B. Develops specifications for bids for food and supplies
- C. Works with principals, committees, and architects in developing food service areas in new schools and in remodeling old ones
- D. Recommends equipment and assists in developing specifications
- E. Evaluate Type A programs regularly as required by USDA, to meet all requirements for lunch and breakfast programs
- F. Assists cafeteria managers in staffing, menu planning, and financing of school food service programs
- G. Works with principals, teachers, parents, students, and cafeteria managers to promote a better understanding of food service programs in the schools
- H. Prepares or assists in the preparation of required county, state, and federal reports
- I. Establishes inservice and on the job training for school lunch managers and workers
- J. Works to bring the food service programs goals clearly to the public
- K. Obtains current prices from vendors
- L. Orders food and supplies for cafeterias
- M. Recommends manager trainees and assists in training to assure qualified available managers
- N Reports to and performs other duties as designated by Superintendent

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2.8---JOB DESCRIPTIONS

A copy of all job descriptions are maintained in a manual which are available in each administrative unit.

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Last Revisited: