

# **Section 2**

## **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 Westside 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 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: 8/26/04

## **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: 8/26/04

Last Revised:

## 2.3 - QUALIFICATIONS FOR SUPERINTENDENT

- a. Education: Holder of the K-12 Administrator's certificate.
- b. Experience: Three or more years of successful teaching experience; preferably two years of administration or supervisory experience.
- c. Skills, Knowledge, Abilities: Practical as well as technical knowledge of school administration; ability to relate the educational program to the needs of the community; ability to organize and delegate responsibility; and ability to work with people.
- d. He/She shall have no financial interest, directly or indirectly, in any contract made by the Board or any school board in the state, except his/her own employment contract.
- e. Must be both a resident and domiciliary of Westside School District #40.

Date adopted: 8/26/04

Last revised:

## **2.4 --- SCHOOL PRINCIPAL**

### Primary Function

- a. To direct and supervise all activities of the school in order to develop and Maintain the best possible education program.

### Key Duties Under Supervision of the Superintendent

- a. Set up necessary classes and is responsible for assigning students.
- b. Assigns all staff personnel for the best and efficient utilization of their abilities.
- c. Assists in the selection and retention of all staff personnel.
- d. Gives direction to the athletic program, fund drives and other special activities.
- e. Plans a well balanced school-wide instructional program within the framework of the school system.
- f. Provides leadership in continuous curriculum and course of study, evaluation and improvement.
- g. Advises and cooperates with supporting service personnel.
- h. Maintains through knowledge of the total school program.
- i. Facilitates professional improvement of the instructional staff.
- j. Coordinates all programs of the schools.
- k. Makes regular and special reports depicting the status of the school program to the superintendent.
- l. Has responsibility for use and care of his/her building.
- m. Evaluates personnel and makes recommendations to the superintendent.
- n. Provides for student regulations and discipline.
- o. Must attend all meetings of the Board of Education unless excused by the superintendent.

### Qualifications

- a. Education: Holder of the Principal's certificate.
- b. Experience: Minimum of three years of acceptable school experience and preferable that some experience be in the area of administration or supervision.
- c. Skills, Knowledge, Abilities: Ability to work with people, especially teachers, parents, and pupils; knowledge of what constitutes a good instructional program; ability to communicate with the public.

Date adopted: 8/26/04

Last revised: