

SECTION 2—ADMINISTRATION

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2.01 DUTIES OF THE SUPERINTENDENT

Effective: June 14, 2004

- A. 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 South Conway County 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.
- B. The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).
- C. 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;
 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.
 14. The Board of Education delegates authority to the Superintendent of Schools to assign or reassign all administrative personnel within the school district.
 15. The Board of Education authorizes the Superintendent of Schools to assign and transfer employees to new positions as the needs of the schools require.

D. The contract of the Superintendent shall be for a three (3) year period.

History: Revised 6/14/2004

2.02 SUPERINTENDENT COMPENSATION

Effective: June 14, 2004

A. 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.

History: Revised 6/14/2004

2.03 SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

Effective: July 1, 2018

A. The South Conway County 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 build jointly upon the training received. These benefits are even more evident when the superintendent is new to the District.

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

History: 2/12/18, 3/12/18

2.04 – 2.09 RESERVED FOR FUTURE USE

Effective:

History: Revised



History: Revised 9/12/2005, 6/12/2006, 7/10/06, 9/10/07, 6/9/08, 8/9/10. 7/22/11, 9/9/13, 8/11/14, 4/10/17

2.11 LINE AND STAFF RELATIONS

Effective: June 14, 2004

- A. The Board of Education shall be the policy-forming body of the School District. The Board shall draft all policies in conformance with applicable Federal, State and local statutes and regulations as well as the applicable judicial decisions.
- B. The Superintendent shall have the responsibility for enforcing the policies of the Board and interpreting, with the assistance of legal counsel, all legal requirements which pertain to the District. The administration of all facets of operation of the schools shall be his responsibility including budgeting and other business affairs, direction of the instructional program, the selection and improvement of personnel, and planning and development of the physical plants. His authority in all areas shall be commensurate with responsibilities designated by law and by the Board of Education.
- C. School principals shall be required to supervise and direct the programs in the school of their assignment. Principals shall work under the direction of the Superintendent to whom they are professionally and administratively responsible.
- D. Teachers shall be responsible to the building principal and are obligated by established rules and regulations in the performance of their classroom and other assigned duties.

History: Revised 6/14/2004

2.12 ADMINISTRATIVE JOB DESCRIPTIONS

Effective: June 14, 2004

- A. The Board of Education requires that the Superintendent prepare or cause to be prepared job descriptions for all administrative and supervisory positions in the School District. When necessary, the Superintendent shall review and update job descriptions.
- B. Before any new administrative or supervisory position is established, the Board of Education must approve a job description for the position, as presented by the Superintendent. The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions for all positions in the District.
- C. It shall also be the responsibility of the Superintendent or his designee to familiarize said personnel with their duties and responsibilities as defined by job descriptions.

History: Revised 6/14/2004

2.13 EXPENSES – ADMINISTRATIVE PERSONNEL

Effective: June 14, 2004

- A. Administrative personnel may be reimbursed for actual expenses for attendance at professional meetings, conferences, etc. which are approved by the Superintendent.

History: Revised 6/14/2004

2.14 PROFESSIONAL LEAVES / ABSENCES – ADMINISTRATIVE PERSONNEL

Effective: June 14, 2004

- A. The Board of Education authorizes the Superintendent to grant professional leave in order for personnel to attend state, national and regional meetings with or without pay deductions. The number of allowable absences for professional leave as judged by the Superintendent shall be constrained by budget limitations for reimbursement of travel, meals, and lodging. The needs of the School District shall dictate how often professional personnel may be granted professional leave.

Legal References: Ark. Stat. Ann. §80-213, §80-1256.

History: Revised 6/14/2004

2.15 POLICY IMPLEMENTATION

Effective: June 14, 2004

- A. All members of administrative and supervisory staffs have the responsibility of abiding by the policies established by the Board and those recommended by the Superintendent.
- B. Adoption of policies not in conformity with an administrator's, supervisor's or any other employee's recommendations or personal beliefs shall not be considered as just cause for refusal or neglect by said employees to support and implement said policies to the best of their abilities. The Board of Education shall welcome constructive criticisms provided such are directed through approved channels.
- C. Deliberate noncompliance with or willful neglect of written policies of the Board of Education or with written rules and regulations of the Superintendent which are approved by the Board may be considered as justifiable grounds for dismissal.

Legal References: Ark. Stat. Ann. §80-213, §80-1256.

History: Revised 6/14/2004

2.16 ADMINISTRATIVE RULES, POLICIES AND PROCEDURES

Effective: June 14, 2004

- A. The Board of Education shall delegate to the Superintendent the function of specifying required administrative actions and designing the detailed arrangements under which the schools will be operated. The Superintendent shall have the authority to establish and implement such administrative rules, policies, and procedures which may be needed to successfully operate the school district. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. The Board itself shall formulate and adopt administrative regulations only when specific state laws, strong community attitudes, or probable staff reaction require the Board to do so.

Legal References: Ark. Stat. Ann. §80-213, §80-509

History: Revised 6/14/2004