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ADMINISTRATION

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 Cedarville Board of Education for administering the school system according to the mandates of the laws, Division of Elementary and Secondary Education, other agencies of jurisdiction, and policies governing school operations. While the Superintendent may delegate his/her 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: 8.18.2016

Last Revised: 6.25.2019

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: 8.18.2016

Last Revised:

2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

The Cedarville 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 Cedarville School District to cover the costs associated with the current superintendent or the individual who has a signed superintendent contract with the Cedarville School District for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: 6.21.2018

Last Revised:

2.4—SUPERINTENDENT’S RESPONSIBILITY FOR DISTRICT SECURITY

The school board of the Cedarville School District recognizes that in order to provide students and staff with protection from an active shooter situation, or other life-threatening situations, appropriate actions must be taken to prevent, or mitigate damages that can result from such events. In order to accomplish this goal, the board of directors directs the superintendent to review the security of the physical plant periodically and to implement viable recommendations that may arise from the review.

The superintendent is directed to establish and maintain an Emergency Response Team (ERT). Establishment of the ERT will require the superintendent to complete the application process, required by the Arkansas State Police, to establish a School Security Department.

The ERT will consist of multiple individuals from all campuses, and may include certified and classified employees. ERT members must be district employees. Participation in the ERT will be strictly voluntary. ERT members must be physically and psychologically prepared to meet the demanding challenges presented during active shooter or similar emergencies occurring at the Cedarville School District.

Prior to being selected to participate in ERT, each volunteer will be screened by the superintendent, and will participate in psychological testing utilizing a valid instrument. Qualifying employees will be rigorously trained and properly equipped. Initially, each volunteer will be required to complete the prescribed training to become a Commissioned School Security Officer (CSSO) as established by the Arkansas State Legislature, and administered by the Arkansas State Police.

The superintendent will secure necessary training opportunities for ERT members to secure and maintain a CSSO commission. The superintendent shall have the authority to remove any ERT member at any time without cause.

All ERT members will be required to participate in random drug-screening. ERT members who determine they can no longer meet the requirements of membership, may resign the position without question. Serving on, resigning from, or declining to serve on the ERT will have no effect on the employment contract of the district employee.

All equipment provided to ERT members by the district or any associated grant is the property of the district and must be properly maintained, secured, and returned as prescribed by procedures established by the superintendent. The superintendent is directed to seek input from local law enforcement agencies relative to the development, prescribed review, and associated procedures of the ERT. The superintendent is directed to seek cooperative training exercises including the ERT and local law enforcement agencies.

Date Adopted: 3.14.2023

Last Revised: