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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 Mena 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.

Cross Reference: Policy 1.2—BOARD ORGANIZATION AND VACANCIES

Legal References: A.C.A. § 6-13-608
 A.C.A. § 6-13-611
 A.C.A. § 6-13-616
 A.C.A. § 6-13-617
 A.C.A. § 6-13-630
 A.C.A. § 6-13-631
 A.C.A. § 6-13-634
 Arkansas Constitution Article 19, Section 5

Date Adopted: 7/2004

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: 7/2004

Last Revised:

2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

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

Date Adopted: 7/2018

Last Revised:

2.4—Superintendent’s Responsibilities for District Security

The board of directors for the Mena School District recognizes that in order to provide its students and staff with some protection from an active shooter situation, or other life threatening situations, appropriate actions must be taken to prevent, or mitigate the horrific damage that can result from such events. In order to meet this challenge, the board is directing the superintendent to have the security of the physical plant reviewed periodically and to implement any viable recommendations that may arrive from these reviews.

The superintendent is now directed to create and maintain a School Security Team, (SST).

The SST will consist of individuals chosen by the superintendent. SST members must be district employees. SST membership will be on a voluntary basis. SST members must be mentally ready and willing to meet the demanding challenges that are presented if an active shooter situation or other similar emergencies should ever arise in the Mena School District.

Prior to being certified to the team, each volunteer employee will be carefully screened by the superintendent and pass a psychological evaluation. Once these requirements are met then the employee must successfully complete the Polk County Reserve Officer Course. The

County Sheriff will secure the necessary training opportunities for the SST members to

continue their certifications as Reserve Officers. All SST members will be required to participate in the random drug screening program. If any member at any time believes they can no longer meet the requirements to serve on the SST they can resign at any point.

Serving on, resigning from, or declining to serve on the SST will have no bearing on the employee’s regular employment contract. The superintendent is directed to seek input from local law enforcement agencies with the development of the SST and with ongoing reviews of the SST and its associated procedures. The superintendent is also directed to seek cooperative training exercises for the SST with local law enforcement agencies. An annual stipend will be provided to each SST member upon receiving a qualifying score on the shooting range, passing a psychological evaluation and a physical examination.

Date Adopted: 7/2018

Last Revised: