

**Jasper School District**  
**ADMINISTRATION**  
**Section 2**

**Board Approved: June 10, 2010**

Revised: March 26, 2018  
June 17, 2019

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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 Jasper School District 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 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.

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## **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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## **2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCE**

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

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## **2.4—SUPERINTENDENT’S RESPONSIBILITIES FOR DISTRICT SECURITY**

The Board of Directors for the Jasper School District recognizes that in order to provide its students and staff with necessary protection from an active shooter situation, or other life-threatening situations, appropriate actions must be taken to prevent or mitigate injury or death. Accordingly, the board is directing the superintendent to create and maintain an Emergency Response Team (ERT).

The ERT will consist of employees from each campus, and can include certified and classified personnel. ERT members must be district employees and membership is on a voluntary basis. ERT members must be mentally ready and willing to meet the demanding challenges that are presented if an active shooter situation or other similar emergency should ever arise at Jasper School District campus.

Each prospective ERT member will be carefully screened by the superintendent. All ERT training will be conducted by the Newton County Sheriff’s Department, the Madison County Sheriff’s Department, or the Johnson County Sheriff’s Department. A prospective member must complete the necessary requirements to become a Newton County Reserve Deputy, Madison County Reserve Deputy, or a Johnson County Reserve Deputy as required by each sheriff’s department. The superintendent will secure the necessary training opportunities for the ERT members to obtain their initial reserve deputy status, but each ERT member is responsible for maintaining his or her status, as determined by the sheriff’s department. If any ERT member loses his or her status as a Newton, Madison, or Johnson County Reserve Deputy, they will be automatically removed from the ERT.

The superintendent has the authority to remove any member at any time from the ERT, without cause. All ERT members will be required to participate in a random drug-screening program. If at any time a member believes they can no longer meet the requirements to be a member of the ERT, they can resign the position with no questions or statements being required by the administration. Serving on, resigning from, or declining to serve on the ERT will in no way impact the regular 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 in accordance with the procedures established by the superintendent. Any District employee who successfully completes the necessary training to become an ERT member will receive a one-time stipend of \$1000 which shall be used to purchase a necessary weapon and weapon holster, which will be approved by either the District or the supervising sheriff’s department. A safe to secure the weapon during school hours will be provided by the district.

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