

TABLE OF CONTENTS

SECTION 2—ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT

2.2—SUPERINTENDENT COMPENSATION

2.2.1--SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING
CONFERENCES

2.3--DUTIES OF THE ASSISTANT SUPERINTENDENT

2.4--DUTIES OF THE BUILDING PRINCIPAL

2.5--DUTIES OF THE ASSISTANT PRINCIPAL

2.6--DIRECTOR OF TRANSPORTATION

2.7--DIRECTOR OF FOOD SERVICES

2.8--JOB DESCRIPTIONS

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 Nashville 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: August 21, 2006

Last Revised: June 17, 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: August 21, 2006

Last Revised:

2.2.1 —SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES

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

Date Adopted: June 18, 2018

Last Revised:

2.3---DUTIES OF THE ASSISTANT SUPERINTENDENT

The Assistant Superintendent will provide leadership and coordination for exploring, developing and implementing instructional projects and other administrative services assigned by the Superintendent.

Specific responsibilities shall be:

- A. To coordinate the implementation of standards for accreditation to the State Department of Education and North Central Association
- B. To coordinate the recruitment and hiring for certified staff
- C. To coordinate and provide inservice education programs for the growth of all staff
- D. To research, develop, implement, and evaluate the District's academic program
- E. To coordinate and screen textbook adoptions
- F. To evaluate personnel and serve as a resource person
- G. To coordinate the Federal Programs – Chapter I, Chapter II, Green Thumb Program, Adult Education, Migrant Education, Equity, Special Education, and other programs in which the District participates.
- H. To coordinate the grant writing
- I. To coordinate district-wide testing
- J. Report to and perform other duties as assigned by the Superintendent

Date adopted: August 21, 2006

Last Revisited:

2.4---DUTIES OF THE BUILDING PRINCIPAL

The primary function of the building principal is to plan, develop, and implement the educational program of the school.

Specific responsibilities shall be:

- A. To plan, develop, and implement the total curricular and extra-curricular program of the school
- B. To plan and direct the inservice education of the staff
- C. To visit classes frequently and serve as a resource person to provide individual help to teacher.
- D. To select and assign all school personnel
- E. To evaluate all assigned personnel
- F. To establish and maintain good relationships between pupil-staff, school-community, school-central office and administration-staff.
- G. To coordinate the total school program with programs of other schools.
- H. To establish, publish, and maintain the policies and regulations of the school
- I. To implement the policies and regulations of the school district.
- J. To maintain and report necessary attendance records.
- K. To maintain and report necessary pupil and staff personnel records.
- L. To maintain proper discipline and inculcate principles of good citizenship
- M. To assign and schedule students
- N. To plan and supervise the maintenance and custodial services of the school
- O. To administer the financial affairs of the school and properly account for all funds of the school
- P. To care for and account for the equipment of the school
- Q. To oversee the food service operation of the school
- R. To perform other duties as assigned
- S. Reports to and is responsible to the Superintendent

Date Adopted: August 21, 2006

Last Revisited:

2.5---DUTIES OF THE ASSISTANT PRINCIPAL

The primary function of the Assistant Principal is to assist the principal in planning, developing, and implementing the educational program of the school.

Specific responsibilities shall be:

- A. Assist in planning, developing and implementing the total curricular and extra-curricular program of the school
- B. Assist in planning and directing the inservice education of the staff
- C. Visit classes frequently and serve as a resource person to provide individual help to teachers
- D. Assist in selecting and assigning school personnel
- E. Assist in the evaluation of assigned personnel
- F. Help to establish and maintain good relationships between pupil-staff, school-community, school-central office and administration-staff
- G. Assist with the coordinating of the total school program with programs of other schools
- H. Help to maintain the policies and regulations of the school
- I. Help to implement the policies and regulations of the school district
- J. Assist with attendance
- K. Help to maintain pupil and staff personnel records
- L. Help to maintain proper discipline and inculcate principles of good citizenship
- M. Assist with student scheduling
- N. Help to plan and supervise the maintenance and custodial services of the school
- O. Account for funds, supplies, and equipment as assigned by the principal
- P. Perform other duties assigned by the principal
- Q. Reports to and is responsible to the principal

Date Adopted: August 21, 2006

Last Revisited:

2.6---DIRECTOR OF TRANSPORTATION

The Director of Transportation plans, directs, and controls the overall activities of transportation.

Specific responsibilities shall be:

- A. To coordinate the system-wide transportation program
- B. To coordinate the recruitment and hiring recommendations for bus drivers and mechanic
- C. To provide inservice educational programs for the growth of all staff
- D. To coordinate purchasing of needed supplies and equipment
- E. Evaluate personnel and serve as a resource person as directed by the Superintendent
- F. To coordinate insurance claims
- G. To coordinate student discipline between the transportation department and building principals
- H. Report to and perform other duties as assigned by the Superintendent

Date Adopted: August 21, 2006

Last Revisited:

2.7---DIRECTOR OF FOOD SERVICES

The primary function of the Director of Food Services is to be responsible for planning, organization, directing and controlling the development of the school's food service on a sound nutritional, educational and financial basis.

Specific responsibilities shall be:

- A. Consults with principals and cafeteria managers on quantities and quality of food and equipment needed
- B. Develops specifications for bids for food and supplies
- C. Works with principals, committees, and architects in developing food service areas in new schools and in remodeling old ones
- D. Recommends equipment and assists in developing specifications
- E. Evaluate Type A programs regularly as required by USDA, to meet all requirements for lunch and breakfast programs
- F. Assists cafeteria managers in staffing, menu planning, and financing of school food service programs
- G. Works with principals, teachers, parents, students, and cafeteria managers to promote a better understanding of food service programs in the schools
- H. Prepares or assists in the preparation of required county, state, and federal reports
- I. Establishes inservice and on the job training for school lunch managers and workers
- J. Works to bring the food service programs goals clearly to the public
- K. Obtains current prices from vendors
- L. Orders food and supplies for cafeterias
- M. Recommends manager trainees and assists in training to assure qualified available managers
- N Reports to and performs other duties as designated by Superintendent

Date Adopted: August 21, 2006
Last Revisited:

2.8---JOB DESCRIPTIONS

A copy of all job descriptions are maintained in a manual which are available in each administrative unit.

Date Adopted: August 21, 2006
Last Revisited: