

**JUNCTION CITY SCHOOL DISTRICT  
LEA # 7003**

**ADMINISTRATION**

**2023-2024**

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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 Junction City School 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.

\* These duties and responsibilities may be amended by your district as needed.

Date Adopted: 7/9/2019  
Last Revised:

Jay Green  
School Board President

## **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: 11/20/2009  
Date Revised:

Larry Cannon  
School Board President

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

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

Date Adopted: 6/12/2018  
Last Revised:

Jay Green  
School Board President

## **2.4 DISTRICT AND BUILDING LEVEL JOB DESCRIPTIONS**

### **2.4.1 DISTRICT SCHOOL IMPROVEMENT COORDINATOR**

#### **Job Description:**

The School Improvement Coordinator assists principals and school leadership teams in the effective implementation of a systematic approach to improving education and learning for all children; collaborates with district staff in removing barriers that may hinder the improvement process; manages and provides oversight of State(s) requirements and initiatives; disseminates critical information necessary for the implementation of school improvement strategies; researches and recommends programs and strategies that are evidenced based; performs walkthrough and informal observations that are supportive to the programs (Data collected by the District School Improvement Coordinator will not be considered a component in TESS, but anecdotal reports are expected for the rest of the administrative team.); collaborates with building principals to ensure implementation with fidelity of programs and initiatives.

#### **Qualifications:**

- Must hold or be immediately eligible for an Arkansas Standard Teaching License
- Must hold or be immediately eligible for a PK-8 or 7-12 Building or District Leadership endorsement. (Curriculum Coordinator, Principal, Literacy or Math Specialist.)
- Must have at least five years' classroom experience at some level PK-12.
- Must currently hold at least a Master's Degree in a core content area (English, Math, Social Studies, or Science) or a Master's Degree in Education Leadership.

Reports To: The District Administrative Leadership Team

#### **Essential Duties:**

- Serves as a support person and liaison to building leadership
- Ensures the effective implementation of the components of the school improvement process
- Ensures that improvement plans are consistent with a larger district strategic plan
- Monitors and supports progress towards accomplishment of school improvement goals and objectives
- Conducts regularly scheduled meetings with building level leadership teams
- Provides support and feedback to building principal
- Supports teachers in implementation of programs and initiatives

Stipend: A salary multiplier (.25) will be used if funded by JCSD and the position is not appointed to another JCSD administrator. At this time NECC has agreed to use its administration to fill this role as an added responsibility.

Date Adopted: 3/11/2020

Jay Green, JCSD Board President

## **2.4.2 ELEMENTARY PRINCIPAL**

### **Primary Function:**

The principal is in charge of the office that carries out the vision and mission of the district. The principal's main focus must be the welfare of the children as a whole without losing the identity or uniqueness of any student. The principal must compassionately make ethical, reasonable, legal, logical decisions in the heat of the moment and after a period of reflection.

### **Professional Traits:**

- The principal must be well versed in school improvement.
- The principal must have an overall personal vision and plan for the school.
- The principal must be a leader of the faculty and staff and an example of fairness to students and parents.
- The principal must be a multitasker.
- The principal must be strong in a crisis and have a good working knowledge of crisis intervention.
- The principal must have a rudimentary understanding of mental health and be able to guide parents to appropriate resources.
- The principal must have a working knowledge of the laws governing special education.
- The principal must have a compassionate understanding of culture(s).

### **Qualifications:**

- Hold or be immediately eligible for an Arkansas Teachers' License
- Hold or be immediately eligible for a grade level appropriate Building Principal Endorsement
- Hold a Master's Degree in Education Leadership or a Master's Degree in a related education field.
- Have at least five years' classroom experience in grades K-8.

### **Reports to: District Superintendent**

#### **Essential Duties:**

- Manages the daily operation of the school
- Supervises all assigned faculty and staff
- Handles infractions of student handbook
- Manages resources and implements initiatives with fidelity
- Supervises custodial services for school and reports issues to maintenance supervisor
- Attends regular district administrative team meetings and board meetings
- Attends and supervises elementary children at all home varsity football games and some varsity basketball games, depending on need.

Stipend: Salary multiplier (.492) with a 240 day contract

Date Adopted: 3/11/2020

Jay Green, Board President