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# ADMINISTRATION

Approved by Board of Directors: July 13, 2020

## 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 Armored 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: | July 16, 2012   |
|               | April 14, 2014  |
|               | April 11, 2016  |
|               | August 12, 2019 |
| Last Revised: | July 16, 2012   |
|               | May 23, 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.

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|---------------|----------------|
| Date Adopted: | July 16, 2012  |
|               | April 14, 2014 |
|               | April 11, 2016 |
| Last Revised: | July 16, 2012  |

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

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

Date Adopted:

Last Revised:           June 11, 2018