

Superintendent

The Superintendent of Schools shall be the chief executive officer and administrative head of all divisions and departments of the school system. The Superintendent may delegate responsibility for the operation of various segments of the school district but shall be responsible to the Board for the operation of the school system. The Superintendent also shall oversee all fiscal responsibilities of the district.

Specific Responsibilities

1. Administer all School Board policies regarding organization, finance, instruction, personnel, school plant and maintenance, transportation, and other functions of the school district program.
2. Prepare the annual school district budget and recommend it to the Board of Directors for approval.
3. Administer the budget as approved by the School Board, acting within legal requirements of the State of Arkansas and the policies of the School Board.
4. Recommend policies on all phases of the school district's operations to the School Board.
5. Recommend to the Board of Directors all licensed and classified positions for the operation of the school district.
6. Keep the School Board continuously informed on the progress and condition of all school operations.
7. Keep the public informed concerning the needs and activities of the school district through a public relations program and continuous study and evaluation.
8. Attend and participate as an ex-officio member of the School Board in all meetings and Board committees.
9. Recommend to the Board of Directors all future building programs, maintenance programs, and disposition of all materials and facilities belonging to the district.
10. Evaluate the professional performance of the Assistant Superintendents, the Athletic Director, the Transportation Director, the Custodial Supervisor/Plant Manager, and the Chief Financial Officer.
11. Assume all other duties as designated by the Board of Directors.

12/1/14