

TABLE OF CONTENTS

SECTION 2—ADMINISTRATION

2.1—DUTIES OF THE SUPERINTENDENT _____	1
2.2—SUPERINTENDENT COMPENSATION _____	2
2.3- EMPLOYMENT OF ADMINISTRATIVE PERSONNEL ® _____	4
2.4-DUTIES OF THE PRINCIPALS ® _____	5
2.5-POLICY IMPLEMENTATION® _____	6
2.6-ADMINISTRATIVE RULES-® _____	7

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 Riverview Board of Education for administering the school system according to the mandates of the laws, Arkansas Department of 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.

Date Adopted: July 1, 2011

Last Revised: June 12, 2112

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: July 1, 2011
Last Revised: June 12, 2112

2.3- EMPLOYMENT OF ADMINISTRATIVE PERSONNEL ®

Prior to the re-employment of the superintendent of schools, an evaluation will be conducted which will assist the board of education in measuring the performance of the superintendent during the year.

The superintendent shall be employed on a contract for a period of not more than three (3) years. The contract may be renewed annually at the regular January meeting of the Board.

An evaluation of the school principals will be made annually under the direction of the superintendent. These evaluation reports, together with the recommendations of the superintendent, will be submitted to the board of education several days prior to the re-employment of the principals.

Principals shall be employed on an annual basis, with their contracts being reviewed at the regular February meeting of the school board. Principals, as with all school personnel, will be employed upon the recommendation of the superintendent of schools.

Date Adopted: July 1, 2011

Last Revised: June 12, 2012

2.4-DUTIES OF THE PRINCIPALS ®

Principals shall be directly responsible to the superintendent of schools. They shall also be responsible for:

1. The detailed organization and operation of their school.
2. The assignment of duties to all members of their teaching staff.
3. The administration and supervision of the official educational program.
4. The enrollment and assignment, attendance, promotion, and discipline of all students.
5. The personal records of pupils.
6. The evaluation of his/her staff and the submission of such reports as deemed necessary to the office of the superintendent of schools.
7. The health, safety, and welfare of pupils, staff, and non-instructional personnel.
8. The performance of such other duties as determined by the superintendent of schools.

Date Adopted: July 1, 2011

Last Revised: June 12, 2012

2.5-POLICY IMPLEMENTATION®

The Riverview Board of Education delegates to the Superintendent of Schools the duty of implementing Board policies.

All members of administrative and supervisory staffs have the responsibility of abiding by the policies established by the Board and those recommended by the Superintendent.

Adoption of policies not in conformity with an administrator's, supervisor's or any other employee's recommendations or personal beliefs shall not be considered as just cause for refusal or neglect by said employees to support and implement said policies to the best of their abilities. The Board of Education shall welcome constructive criticism provided such are directed through approved channels.

Deliberate noncompliance with or willful neglect of written policies of the Board of Education or with written rules and regulations of the Superintendent which are approved by the Board may be considered as justifiable grounds for dismissal.

The responsibility for the administration of the policies of the school board shall be delegated to the superintendent of the schools and such additional administrative staff members as, in the opinion of the school board, shall be needed to assist him in this function. Administrative authority is delegated to the office of the superintendent of schools and through that office to such staff members as principals, supervisors and teachers.

Date Adopted: July 1, 2011

Last Revised: June 12, 2012

2.6-ADMINISTRATIVE RULES-®

The Riverview Board of Education delegates to the superintendent the function of formulating the administrative rules, regulations and operating procedure designed to carry out the policies of the board of education except:

1. When the law requires the board to adopt them.
2. Upon request by the superintendent for board involvement.

Date Adopted: July 1, 2011

Last Revised: June 12, 2012