

# **ADMINISTRATION**

**2017-2018**

**Updated  
06/14/2016**

## **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 Stuttgart 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/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, & operations, & 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: 06/24/2003

## **2.1.1-INDICATORS FOR SUPERINTENDENT EVALUATION**

### **I. Improve Academic Achievement for ALL Students**

- Establish Baseline Academic Numbers in All Areas
- Audit Curriculum
- Review and Research Alternatives for Educating ALL Students
- Present Results

### **II. Assess Financial Stability of the District and Develop Plans/Strategies for Short/Long Range Planning for Facilities**

- Audit Current Facilities and Present Plans (short-term and long-term) to address need
- Establish Baseline Comparisons and Develop Projections
- Monthly Updates on Line-Item Expenditures

### **III. Establish Public Confidence in Stuttgart Schools**

- District Initiative to Improve Student Achievement
- Increase Opportunities for Parental Involvement in Schools
- Promote Positive Public School Relations through Superintendent Involvement in School/Community Events
- Openly Discuss/Highlight Student Achievement Issues

### **IV. Develop and Maintain a Visionary Strategic Plan for the District Involve Stakeholders in the Process**

- Implement Study Circles and/or Focus Groups to Develop and Discuss the Plan

Date Adopted: 11/08/05

Last Revised:

## **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: 06/24/2003

Last Revised: