

SECTION 2

ADMINISTRATION

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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 North Little Rock School District 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 the Superintendent's 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, pertinent legal changes, and advising the professional staff and Board of such information.

Date Adopted: 2/25/86
Last Revised: 3/11/04

2.1A—SCHOOL CALENDAR

The school calendar for the succeeding year is set by the Board during February or March. In developing the calendar, the Superintendent will accept and consider recommendations from any staff member or group wishing to make calendar proposals.

After all considerations are made, the Superintendent will recommend a calendar to the Board for adoption. The school calendar shall show the dates for the opening and closing of school, all holidays, and days set aside for conferences and conventions when students are not to attend school.

Date Adopted: 2/25/86

Date Revised: 3/11/04

2.1B—CLOSING OR POSTPONING SCHOOL

The Superintendent of Schools shall after the study of all available information, make decisions about whether to have school, to delay the opening of school, or to continue school due to inclement weather, epidemics, or other acts of God.

The Board, students, staff, and public shall be notified of decisions that alter the normal schedule of school operation.

Date Adopted: 2/25/86

Date Revised: 3/11/04

2.1C—MASTER CALENDAR OF EVENTS

A master calendar of school activities and events shall be maintained in the Office of the Superintendent of Schools. The purpose of the master calendar is to avoid conflicts in the scheduling of school related events whenever possible.

In order to function in an effective manner, the following provisions shall apply:

1. After-school and night programs that utilize school facilities must be placed on the master calendar;
2. All activities and programs sponsored by school-related organizations, such as PTAs and Band Parents Clubs, shall be cleared and placed on the master calendar;
3. The school principal is responsible for placing events on the master calendar; and
4. Changes in dates for scheduled events must be cleared on the master calendar.

Date Adopted: 2/25/86

Date Revised: 3/11/04

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: 2/25/86

Last Revised: 3/11/04

2.3—EVALUATION OF THE SUPERINTENDENT

The Board shall have an evaluation system that provides for a detailed annual written evaluation of the Superintendent. Such evaluations shall be made prior to the consideration of the Superintendent's contract in February. The written evaluation shall be used by the Board as a basis for contract renewal or non-renewal or for salary considerations.

The evaluation shall consider the following objectives:

1. The relationship maintained between the Superintendent and the Board;
2. The Superintendent's understanding of his/her role as the chief administrative officer of the District;
3. The Superintendent's involvement in outside community activities;
4. The role of the Superintendent as a goal setter in the District and for the District; and
5. The Superintendent's involvement with community leaders, instructional leaders, and political leaders in Pulaski County.

Date Adopted: 2/25/86

Date Revised: 3/11/04

2.4—SUPERINTENDENT AUTHORITY IN THE ABSENCE OF BOARD POLICY

The Superintendent of Schools is the chief administrative official for the District and as such is responsible for a smooth and orderly operation. All decisions made by the Superintendent are based on defined Board policies.

In the absence of Board policy, the Superintendent will progress to an orderly solution, informing the Board should an emergency arise. The Board will then consider whether it is necessary to adopt a policy to cover the situation.

Date Adopted: 2/25/86

Date Revised: 3/11/04