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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 Jacksonville North Pulaski 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, the provisions of Plan 2000 that remain under court supervision 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/her 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.

Legal Reference: Plan 2000

Date Adopted: 01/04/16

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: 01/04/16

Last Revised:

2.3 – EMPLOYMENT OF ADMINISTRATORS

Administrators shall be considered for contract renewal on the following annual schedule:

January	Superintendent
February	Assistant Superintendents
March	Principals, Assistant Principals, Other Central Office Administrators

Date Adopted: 01/04/16

Last Revised: