

**ARTICLE 2: ADMINISTRATION**

**Administrative Staff Organization**

**Administrative Organization, Authority, and Responsibility 2005**

The board of education endorses an administrative organization known as the 'single executive' type of school administration wherein the board of education acts as the elected governing body and places all school district functions and programs under the direction of the board's chief executive officer, the superintendent of schools.

The superintendent of schools and building principal are authorized to, and are responsible for, designing, implementing, managing, and evaluating programs and activities that culminate in an effective educational experience for the district's students. In so doing, the board expects that the school administrators will work within established board policies and school-related statutes, be appropriately trained and certified, and be skilled in communicating and problem solving.

The salary range for the administrative positions shall be sufficiently broad to permit adequate compensation on the basis of both the responsibility involved and the performance of the individual.

Legal Reference:	\$79-501	Board Care and Custody of Property, Hiring Superintendent and Personnel.
	\$79-526	Board Authority for Supervision and Control.
	\$79-534	Board Control, Pupils Entitled to Attend School.

Line and Staff Relationships

2010

In endorsing the concept of line and staff relationships, it is not the board of education's intent to impede normal conversations and open communication among any of the district's employees. Rather, it is to provide a framework for addressing major problems and/or resolving disputes that may arise in day-to-day school operations.

Each employee of this district except the school board attorney shall be responsible to the board of education through the superintendent of schools.

All personnel shall refer matters requiring administrative action or attention to the administrator immediately in charge of the area in which the problem arises. If a problem is not resolved at the first administrative level, it may be forwarded to the superintendent's office for review. In turn, any significant communications or directives to staff from the superintendent of schools' office will be channeled through the appropriate administrator.

To seek a board audience for a complaint or problem, certificated staff members are encouraged to utilize the formal grievance procedure in the negotiated agreement. Ordinarily, formal complaints of non-certificated staff will not be carried beyond the level of the superintendent of schools, unless the issue involves a recommendation for dismissal or job reassignment. The superintendent of schools shall keep the board of education informed on any major disputes or problems and the attempted resolution thereof.

Legal Reference:	\$79-407	Classification, Name, Body Corporate, Powers.
	\$79-501	Board Care and Custody of Property, Hiring Superintendent and Personnel.
	\$79-526	Board Authority for Supervision and Control.
	\$79-807	Board of Education, Selection of Officers, Rules and Regulations.

## **SUPERINTENDENT OF SCHOOLS**

### **Employment of the Superintendent of Schools**

2105

As chief executive officer of the board of education, the superintendent of schools shall be responsible, either directly or by delegated authority from the board of education, for the general operation and administration of the school district. The board of education is responsible for employing, working with, and evaluating the performance of the superintendent of schools.

In the absence of board policy, the superintendent of schools is authorized to use administrative discretion. Subsequently, the board of education is to be advised of the particular circumstances prompting such action and of the merits of drafting policy to address similar situations.

The superintendent of schools shall be properly certified in accord with the legal requirements established by the Nebraska State Board of Education or must be able to show evidence of being able to qualify for Nebraska certification. In addition, the superintendent of schools shall have such other educational and experiential training and skills deemed appropriate by the board.

The superintendent of schools shall be employed for not less than twelve months nor more than 36 months, with the annual term of employment running from July 1 to June 30. An exception to this would be if the position of superintendent of schools would become vacant at a time other than July 1. If this would occur the position shall be filled for the remainder of the current year and could include up to an additional 24 months beyond the end of the current year. In accord with state statute, the superintendent is regarded as a probationary employee and can not accrue tenure in the district.

The salary and benefits shall be established annually by the board of education. The superintendent of schools shall be on a twelve month (245 day) contract with the summer months restricted only to the time required to perform the necessary duties relative to the position.

Legal Reference:	\$79-501	Board Care and Custody of Property,
		Hiring Superintendent and Personnel.
	\$79-594	Superintendent, Appointment,

\$79-801 Salary, Term.  
Administrative and  
Supervisory Certificate  
Required.

\$79-828 Annual Evaluation of  
Probationary Certified  
Employees.

Policy Adopted: \_\_\_\_\_  
New Policy

Superintendent Responsibilities

2110

The superintendent of schools' general responsibilities shall include, but not be limited to: Maintaining personal, ethical, and professional standards; demonstrating leadership and managerial ability; providing executive service to, and maintaining an effective working relationship with the board of education; promoting positive school-community relationship; providing leadership to the board of education in long and short-range planning; overseeing the effective development of curriculum, instruction and in-service, staff recruitment and evaluation, fiscal procedures, auxiliary services, and student programs.

Legal References:	\$79-501	Board Care and Custody of Property, Hiring Superintendent and Personnel.
	\$79-526	Board Authority for Supervision and Control.

**Superintendent Evaluation Procedures**

2115

During the first and second year of employment, the superintendent of schools shall be evaluated twice each year, once first semester and once second semester. During the first year of employment the superintendent of schools' contract will be considered for renewal or extending before or during the month of February. Thereafter, the superintendent of schools will be evaluated at least once each year. This evaluation shall occur prior to the month of December. Commencing with the second year of employment the superintendent's contract will be reviewed and considered for renewing or extending annually during the month of December.

At the regular December board meeting the evaluation results will be shared with the superintendent of schools and open dialogue invited on any different viewpoints.

**Legal Reference: §79-828 Probationary certificated employee; probationary period; evaluation; contract amendment or nonrenewal; procedure.**

Policy Adopted: \_\_\_\_\_  
New Policy

**ADMINISTRATIVE POSITIONS**

**Employment of Administrators Other Than the  
Superintendent of Schools**

2205

Custer County School District No. 180 authorizes the employing of a building principal. He or she shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the superintendent of schools. The building principal is supervised and evaluated by the superintendent of schools. The superintendent of schools shall make recommendations as to continued employment at the regular February board meeting. If the superintendent of schools intends to recommend that the board of education consider amending or terminating the contract of the building principal, his or her evaluation will be withheld pending its possible introduction at a board hearing on the matter.

The administrative positions for this school district are listed as follows:

<u>Position</u>	<u>Contracted Days</u>	<u>Evaluated By</u>
Superintendent of Schools	245 or 12 months	Board
Building Principal	200 or 10 months	Superintendent of Schools

Policy Adopted: \_\_\_\_\_  
New Policy

## Building Principal

2210

The building principal is the educational leader of his/her program. He/she shall be responsible to the superintendent of schools for maintaining an orderly and effective teaching and learning environment for faculty and students.

The superintendent of schools may request the building principal to attend meetings of the board of education. The building principal may be requested by the board of education or the superintendent of schools to present information at board meetings concerning some phase of operation within their school, the results of curricular programs, the selection of textbooks, the results of testing programs, or such other matters as may be deemed as important

The superintendent of schools shall evaluate the building principal at least twice each year during the individual's first three years of employment in the school district as a principal. These evaluations shall occur first semester and second semester. After an employment period of three consecutive years the principal will be evaluated at least once each year. More frequent evaluations may occur if deemed necessary.

After each evaluation the superintendent of schools will hold a conference with the building principal. A written summary of the superintendent of schools' written evaluation will be given to the individual evaluated. The salary and benefits for building principal shall be determined annually. The building principals' contracts shall be considered for renewal by the board of education in February of each year.

The building principal shall hold a minimum of an earned Master's Degree with a major in educational administration and possess, or show evidence of being able to secure a valid Nebraska Administrative Certificate to practice as a school principal. He or she shall have at least two years experience as a classroom teacher. The individual shall have such other experience as determined by either the board of education or the superintendent of schools.

A principal may obtain tenure in the district, after three consecutive years of satisfactory performance, as a certificated staff member. Principal contracts shall run from July 1 to June 30, with 10 1/2 months or 200 contract days.



Legal Reference: §79-801  
§79-824  
through  
§79-839

Administrative and  
Supervisory Certificate.  
Tenure.

Policy Adopted: \_\_\_\_\_  
New Policy  
PROFESSIONAL GROWTH

**Attending Professional Growth Meetings**

2305

The board of education expects its administrative staff to be informed on contemporary educational issues and, therefore, encourages active participation in the respective professional administrative organizations, including state, regional, and national associations for the superintendent and principal. Accordingly, the board of education authorizes and will fund, within budgetary limits, attendance to state, regional, and national conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the school district's educational objectives.

The superintendent of schools may attend a national convention annually and will administer an itinerary of conference attendance of the building principal, including national conferences which will be accorded on an every-other-year basis. (Exceptions may be allowed if the building principal is appointed or elected to an office requiring national conference attendance, or invited to give a major presentation at a national convention.)

Periodic reports will be given to the board of education regarding administrator attendance at conferences, including prior announcement of intended national conferences. The board of education will automatically authorize conference attendance with adoption of the annual budget.

Policy Adopted: \_\_\_\_\_  
New Policy