

# **302.04R1 Job Description of the Superintendent**

Friday, August 11, 2023

## **JOB DESCRIPTION OF THE SUPERINTENDENT**

The job description of the superintendent of schools of Banner County School District No. 1 shall include, but not be limited to the following:

- I. Serving as the chief executive officer of the board of education and the spokesperson for the board of education.
- II. Serving as the educational leader of the school district.
- III. Administering the school in conformity with the adopted policies of the board of education, the rules and regulations of the State Department of Education and in accordance with state law.
- IV. Defining educational needs, formulating proposed policies and plans, and making recommendations to the board of education for the implementation of programs.
- V. Making board of education policies accessible to school board members and interpreting these policies to school personnel and the general public.
- VI. Supervising, either directly or through the delegation of authority, all activities of the school system and seeing that these activities are carried out in compliance with the policies established by the board of education.
- VII. Informing the board of education concerning decisions that are made which are not covered in board of education policies.
- VIII. Preparing and sending out agenda, special reports, and minutes for board of education meetings prior to the regularly scheduled monthly meetings.
- IX. Attending and participating in all regular and special board meetings unless excused at his or her request, except for those executive sessions in which his or her own re-election is under discussion. Making recommendations and advising the

board of education on subjects affecting the school district.

X. Requesting, at his or her discretion or at the request of the board of education, the attendance of school district personnel at meetings of the board of education to explain programs in use or planned for use by the school district.

XI. Keeping up-to-date on trends and laws in education by attending local, district, state, and national meetings or conferences with prior board of education approval. (The expenses incurred by attending these meetings will be paid by the school district.)

XII. With the assistance of staff members the superintendent of schools is responsible for preparing the annual budget for the ensuing year and submits this budget to the board of education for review and approval. The initial budget will be submitted to the board of education at the first regular board meeting in September. After adoption he or she should make every attempt possible to operate within the limits set forth by the budget.

XIII. Responsible for establishing and maintaining efficient procedures and effective controls for all expenditures of school funds in accordance with accounting procedures set forth by the Nebraska Department of Education, the Office of the State Auditor, and as may be recommended by the auditor retained by board of education.

XIV. Directing the annual audit of school district funds: General Fund, Depreciation Fund, Employee Benefit Fund, Activities Fund, School Lunch Fund, Special Building Fund, Student Fee Fund, all Federal Programs, the Special Education Program, and any other funds authorized by the board of education.

XV. After consultation with other staff members the superintendent of schools shall be responsible for recommending to the board of education the selection of new textbooks or textbook series.

XVI. Establishing and overseeing the keeping of an up-to-date inventory of textbooks, library books, moveable equipment, AV equipment, athletic equipment, music equipment, uniforms, computers, etc.

XVII. With the board of education's approval, he or she shall authorize the advertising, oversee the holding of interviews, and recommend to the board of

education the offering of contracts to teachers.

XVIII. Providing final approval for the assignment or transfer of all school personnel to the particular instructional position or activity assignment which may be best for the school system and in conformance with each individual's qualifications.

XIX. Evaluating or causing to be evaluated all school district employees. Recommending to the board of education for its final action the promotion, demotion, dismissal, or salary changes for all employees.

XX. Representing the board of education as liaison between the school district and the community. Establishing and maintaining a program of public relations that will keep district patrons well informed of the activities of the school district. Maintaining a public relations program which will result in a wholesome and cooperative working relationship between the school and the community.

XXI. Developing the school calendar and presenting it to the board of education for approval.

XXII. Overseeing the completion of all forms required by Federal, State, and County agencies or as may be required for local needs, and seeing that they are properly filed before their due date.

XXIII. Being responsible for all short term and long-range planning concerning school facilities.

XXIV. Overseeing the development of procedures for the classification and advancement of students in accordance with guidelines set forth by the Nebraska Department of Education and existing policies of the board of education.

XXV. Calling, or causing to be called, meetings of school district employees as may be necessary to efficiently and effectively carry out the educational program of the school district.

XXVI. Being responsible for the general operation of the school system, for the development of the staff, and for the educational growth and welfare of the students.

XXVII. Being responsible for establishing and approving a method for maintaining an accurate accounting of all district people under the age of twenty-one whose parents

or guardians live within the boundaries of this school district.

XXVIII. Being directly responsible (or responsible through the delegation of responsibility) for scheduling the use of buildings and grounds by all groups and organizations.

XXIX. Being responsible for overseeing and helping to coordinate the scheduling of all school activities.

XXX. Being responsible for supervising school transportation.

A. Developing and administering the transportation program to meet all requirements of the daily instructional program and extra-curricular activities.

B. Preparing bus routes for the school district.

C. Recruiting and supervising all transportation personnel, and making recommendations on their employment, transfer, promotion, release, and future personnel needs.

D. Developing the budget for the transportation section, making purchases in accordance with the budgetary limitations or district policy, and assisting in the development of specifications for items to be placed on bids.

E. The school principal and other staff members shall be responsible for working with and reporting all special school trips to the superintendent of schools for his or her approval.

F. Seeing that all transportation equipment and all transportation personnel meet or exceed school transportation guidelines set forth by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles.

G. Developing and administering the safety inspection program.

H. Seeing that all bus drivers and substitute drivers have successfully completed the required training and physical examinations necessary to operate the vehicles to which they have been assigned.

XXXI. Demonstrating an effective and articulate use of the English language in both oral and written communications.

XXXII. Performing such other tasks as may, from time to time, be assigned by the board of education. ,

XXXIII. Adhering to the "Code of Ethics" set forth by the American Association of School Administrators.

XXXIV. Physical, Mental, and Moral Criteria:

A. Prior to employment as the superintendent of schools by this school district the board of education may require a candidate to submit himself or herself to a physical examination by a licensed physician mutually agreed upon by the superintendent candidate and the board of education. This physical examination will be repeated annually. The cost of this examination will be paid for by the school district. The failure to meet this requirement may result in a review of the overall qualifications of and individual for the position of superintendent of schools, by the board of education.

B. Any established medical history or clinical diagnosis of a communicable disease or of the Human Immunodeficiency Virus (HIV) should be reported.

C. Physical Activity:

|                      | SELDOM | OCCASIONAL | FREQUENT | CONSTANT |
|----------------------|--------|------------|----------|----------|
|                      | 0-10%  | 11-35%     | 36-65%   | OVER 65% |
| Standing             |        | X          |          |          |
| Walking              |        |            | X        |          |
| Sitting              |        |            | X        |          |
| Bending/<br>Stooping |        | X          |          |          |
| Reaching/<br>Pulling |        | X          |          |          |
| Climbing             | X      |            |          |          |

|                 |   |   |
|-----------------|---|---|
| Driving         | X |   |
| Lifting         |   |   |
| 30# Max         | X |   |
| Carrying        |   |   |
| 20 ft.          | X |   |
| Manual          |   |   |
| Dexterity Tasks |   | X |

Use telephone and calculator. Need computer skills with spreadsheet and word processing knowledge.

D. Prior to the employment of a candidate as the superintendent of schools the board of education will request a criminal records check of the candidate from the Nebraska State Patrol, or a background check company, and a record of satisfactory driving from the Nebraska Department of Motor Vehicles or from the comparable agency from the state in which the candidate resides.

E. Prior to the employment of any candidate as the superintendent of schools the board of education will provide the candidate with a copy of the school district's Policy 404.07.

F. The board of education reserves its right to require any school district employee to undergo a substance abuse test at any time, at the discretion of the board.

XXXV. Minimum educational preparation requirements.

A. Nebraska Educational Specialist Certificate, or equivalent,

B. Holds a Nebraska administrative certificate with endorsement as superintendent, or equivalent.

C. Must have eight years of successful educational experience, including administrative experience.

XXXVI. Must be able to deal with stressful situations.

XXXVII. Perform other duties as requested by the board of education.

XXXVIII. Reports to and is evaluated by the board of education