

FLIPPIN SCHOOL DISTRICT

POLICY MANUAL

SECTION 2

ADMINISTRATION

Last Revised: 6/20/2016

SECTION 2—ADMINISTRATION

TABLE OF CONTENTS

2.1—DUTIES OF THE SUPERINTENDENT

2.2—SUPERINTENDENT COMPENSATION

2.3--SUPERINTENDENT QUALIFICATIONS

2.4--PRINCIPALS - QUALIFICATIONS & RESPONSIBILITIES

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 Flippin 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 his employment is being considered;
- 11) Preparing, in consultation with the Board President, the agenda for all Board meetings;

2.1—DUTIES OF THE SUPERINTENDENT (cont)

- 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.

A.C.A. § 6-17-918(a).

Date Adopted: 7/25/2005

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: 7/25/2005

2.3—SUPERINTENDENT QUALIFICATIONS

The Superintendent, who is the administrative head of the school system, shall hold a Master's Degree at the graduate level. The major emphasis of his work shall be in educational administration and supervision. The Superintendent must hold a valid administrator's certificate issued by the State Board of Education.

Date Adopted: 7/25/2005

2.4—PRINCIPALS – QUALIFICATIONS

The Secondary Principal should hold a Master's Degree plus fifteen (15) hours above a Master's Degree. The Elementary Principal should hold a Master's Degree in Elementary Administration. All principals should meet the Arkansas Department of Education requirements for certification. The principals should have adequate and successful teaching experience to draw upon.

Date Adopted: 7/25/2005

2.5---PRINCIPALS – RESPONSIBILITIES

The duties and responsibilities of the principals are too many in number and too varied in scope to list them all. Listed below are some of the major ones:

- 1) Supervise the total instructional program.
- 2) To be responsible for the attendance of pupils.
- 3) To work cooperatively with the teachers and their instructional programs.
- 4) To direct and evaluate the work of all personnel under his/her supervision.
- 5) To prepare reports required in his/her area.
- 6) To keep up-to-date records on all students under his/her supervision.
- 7) To be responsible for seeing that the custodians keep all buildings neat and clean.
- 8) To execute the regulations, policies, and objectives of the school system.
- 9) To recommend to the superintendent staff members for election or discharge.
- 10) To perform other duties as assigned.
- 11) To lead his/her faculty professionally.
- 12) To hold at least one fire drill each month.
- 13) To hold a tornado drill each semester.
- 14) The principal must present to the superintendent and school board any fund raising projects for approval at the start of the school year.

Date Adopted: 7/25/2005