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ADMINISTRATION

2000 ADMINISTRATIVE RELATIONS

2001 DELEGATE THE AUTHORITY TO OPERATE

The Board of Education shall delegate to the Superintendent the function of specifying required actions and designee the detailed arrangements under which the schools will be operated. These rules must be consistent with the policies adopted by the Board of Education.

2120 APPOINTMENT OF THE SUPERINTENDENT

The Board of Education shall appoint the Superintendent of schools.

2121 SUPERINTENDENT'S CONTRACT

The Superintendent's contract may be one, two, or three years. Formal action of renewal or roll-over will be on the January Meeting agenda. Salary terms and conditions of employment are found in the written contract duly signed by the School Board and Superintendent.

2122 SUPERINTENDENT'S AUTHORITY

The Superintendent shall serve under the direction of the Board as its executive officer and is expected to make recommendations to it concerning the formulation of educational policies and procedures for the proper governance of the school and its continuous improvement.

The Superintendent shall be the chief executive officer of the school and the administrative head of all divisions and departments of the school system.

2122.1 SUPERINTENDENTS'S RESPONSIBILITY

The Superintendent shall be responsible to the Board of Education. The Superintendent may delegate to other staff members certain powers and duties which the board has entrusted to him/her, but he/she shall remain responsible for the execution of such powers and duties so delegated.

2122.2 SUPERINTENDENT'S DUTIES

The Superintendent shall see that the policies established by the board are uniformly and faithfully observed and executed and he shall be invested with such discretionary powers as may be necessary to render them effective.

2122.3 SELECTION OF PERSONNEL

Except in his/her own employment, the Superintendent shall make recommendations concerning the election, re-election or dismissal of all employees. He may, upon prior approval from the Board, select, appoint and issue a contract to personnel; however, the contract is valid only upon a signature of the President and Secretary of the Board who is authorized by the board to sign such contracts.

The search, interview and tentative selections of personnel are the responsibility of the Superintendent. These recommendations are presented for final approval to the board.

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2122.4 ASSIGNMENT OF PERSONNEL

The Principal may assign all personnel under his/her authority, with final approval resting with the Superintendent. Any request for re-assignment shall be submitted to the Superintendent and shall be subject to his/her decision. The Superintendent shall formulate and administer plans to evaluate the efficiency of each employee and shall report his/her findings from time to time to the Board.

The assignment or reassignment of personnel shall be the duty of the Superintendent; however, every effort will be made to assign personnel into areas where they have expertise, interest and desire to work.

Evaluation responsibilities are delegated to the Principal and shall be conducted according to the Garden County Schools' Evaluation Policy. Principal's report their findings to the Superintendent.

2122.5 EXTRA-DUTY ASSIGNMENTS

The Superintendent or designee shall assign all class and organization sponsors. The duties and responsibilities of these positions should be reviewed. Please see the Teacher's Handbook and Section 4000 of Board Policies.

2122.6 ATTENDANCE AT MEETINGS

The Superintendent shall attend all meetings of the Board unless excused at his own request, except any meeting or portion of a meeting at which his own election or re-election is under consideration.

The role of the Superintendent is one of providing educational leadership to Garden County School Board. When possible the Superintendent should make necessary recommendations to the board for their action.

2122.7 RESEARCH

The Superintendent shall conduct such research as may be necessary in keeping the board informed regarding needed programs, progress of programs and any other matter of concern to the board.

Research and design activities shall be conducted by the Superintendent in order to provide the Board and staff with current activities in the educational field. The Superintendent should attend state, regional and national meetings to insure that current educational research is available.

2122.8 BOND

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities direct, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. §§79-586 and 79-589

Date of Adoption: July 31, 2006

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2122.9 CRISIS POLICY

The Superintendent shall have the responsibility to develop rules, regulations, and procedures related to the death of, or an accident involving, district employees or students. Such rules, regulations, and procedures shall be submitted to the Board in writing for their review and approval. All information and contact with the news media will be through the following chain of command: Superintendent first, Principal second, and then the Board President if neither administrator is available.

2123 SUPERINTENDENT'S EVALUATION POLICY

The Superintendent is always considered a probationary employee (never be tenured) according to Nebraska State Statute 79-874. The Board of Education will complete an evaluation twice during the first year of employment. After the first year, an evaluation will be completed by the Board of Education once a year in December. The Superintendent will complete a self-evaluation before the Board completes their evaluation.

Superintendent Evaluation Plan is attached as form 2000-1 to this policy book.

Evaluation of the Superintendent form is attached as form 2000-2 to this policy book.

Date of Adoption: November 11, 2011

2150 EMERGENCY AUTHORITY/ABSENCE OF POLICY

In absence of policy or direction by the Board, the Superintendent, or in his/her absence the High School Principal, shall assume the authority necessary to deal effectively with unforeseen situations and shall report such action to the board at the next meeting of the board.

Unforeseen situations arise and on such occasions the Superintendent must have the authority to act. These actions can either be approved or not approved by the board at the next meeting of the board. If not approved, a policy should be established to guide these administrators, if such an emergency re-occurs.

2200 PRINCIPAL'S POSITION

2250.1 LEADERSHIP

The Principal shall be the educational leader for the area in which he or she is assigned.

2250.2 UNDER THE SUPERINTENDENT

The Principal shall be directly responsible to the Superintendent of Schools and subject to the Board of Education.

2251 PRINCIPAL'S CONTRACT

Salary terms and conditions of employment are found in the written contract duly signed by the School Board and Principal.

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2252 PRINCIPAL'S DUTIES

The Principal's duties are listed in a job description.

2253 PRINCIPAL'S EVALUATION POLICY

Principals will have a three-year probationary period. Principals will be evaluated once during each semester of school for the first year of employment by the Superintendent (November and April). After the first year an evaluation will be completed by the Superintendent once a year.

Principal Evaluation Instrument is attached as Form 2000-3 to this policy book.

Date of Adoption: November 11, 2011