

ARTICLE II

ADMINISTRATION
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Central Administrative and Supervisory Panel

It is the intent of the Board of Education to employ a superintendent of schools and other central office administrative and supervisory personnel necessary for the efficient and effective operation of the school district.

The board shall determine policies to guide the decision-making processes employed in the school district; it shall be the duty of the superintendent and the superintendent's staff to formulate and implement rules, regulations, and procedures for the implementation of board-adopted policies.

Superintendent of Schools

Appointment

All aspects of the administration of the school district are delegated to the superintendent who shall carry out administrative functions in accord with policies adopted by the board. The superintendent shall be the chief executive officer of the board and shall serve as the administrative head of all personnel of the school district. The superintendent may delegate responsibility for the operations of the school district to other personnel but shall be accountable to the board for all operations and outcomes of the school district. He shall attend all board meetings, unless excused at his own request, except for those executive sessions when his own re-election is under consideration.

ADMINISTRATION

2111.1

Superintendent of Schools

Duties

1. Serves as the personnel administrator of the school district and prepares for board action recommendations concerning staffing needs of the district; nomination of personnel for employment; assignment of personnel; job descriptions for personnel positions; reassignment, transfer, promotion, retention, evaluation, inservice needs, or dismissal of personnel.
2. Serves as the public relations officer of the district and formulates rules, regulations, and procedures for maintaining communications among the school, community, and other agencies.
3. Serves as the curriculum director of the school district and administers the development, maintenance, and renewal of a positive educational program designed to meet the needs of students, the wishes of the community, and the policies of the board.
4. Serves as the chief financial officer of the school district, prepares and presents the annual budget for approval by the school board, and maintains accurate financial records of the receipts and disbursements of the school district.
5. Assumes responsibility for daily and long-range planning for all aspects of school operation, including policy development, district organization, school finance, curriculum and instruction, facilities and equipment, community relations, personnel management, and all other functions of the district.
6. Attends and participates in all meetings of the board, except closed sessions of the board when the superintendent's contract is discussed.
7. Plans, prepares, and conducts continuous evaluations of the progress and needs of the school for all aspects of its functioning.
8. Delegates responsibility to other district personnel but understands and accepts accountability for all actions taken by school personnel in performance of functions and duties.
9. Performs such other duties as are specified by the board of education or which are necessary for effective administration of the school district.

Building and Grounds Supervisor

Duties

Cleans, maintains, or recommends replacement of physical plant hardware and equipment. Maintains buildings and grounds with assistance of others, except for major repairs or alterations. Promotes accident and fire prevention. Recommends the purchase of supplies and materials necessary for maintenance of buildings and grounds. Other specific duties include:

1. Checks to be certain equipment is functioning properly.
2. Maintains buildings, contents of buildings, and grounds (cleans, lubricates, repairs, refinishes, adjusts, replaces, disinfects, mows, fertilizes, scoops, etc.).
3. Maintains machines, devices, tools, and equipment necessary to accomplish maintenance tasks.
4. Promotes health and safety, including fire and accident prevention.
5. Checks security of buildings, raises and lowers flags, etc.
6. Learns and practices emergency procedures.
7. Orders and stores necessary supplies, maintaining inventory records.
8. Diagnoses major difficulties, recommends courses of action, and selects personnel to complete major repairs.
9. Assists inspectors and follows their recommendations for maintenance and improvement of school buildings and grounds.
10. Keeps required records, prepares requested or required reports, and makes recommendations about future needs when requested.
11. Supervises other employees as directed by the superintendent.

Food Service Supervisor

Duties

The Food Service Supervisor should make every possible effort to prepare and serve attractive, good tasting, and nutritious meals which students will eat and which meet the requirements of the Nebraska Department of Education for preparation of "Type A" lunch. In doing so, the Food Service Supervisor should:

1. Promote cleanliness (food, preparation area, serving area, etc.).
2. Be effective and efficient (in use of supplies, in use of available commodities, etc.).
3. Be able to plan menus which meet guidelines and which are creative, i.e., new and exciting dishes and a variety among meals served.
4. Maintain required records, prepare required or requested reports, and make recommendations about future needs when requested.
5. Be positive in recognizing and explaining the purpose of the lunch program within the school and respond to the questions and suggestions of students, teachers, and citizens in a polite and friendly manner.
6. Perform other duties as delegated by the superintendent.
7. Supervise other employees as directed by the superintendent.

Principals of Schools

Principals are to assign extra responsibilities among the teachers during scheduled activities.

Principals are to be issued 210 day contracts with specific starting and ending dates determined by the superintendent. Arrangements may be made with the superintendent that satisfy the intent of the contract.

Principal

Duties

1. Recruitment, retention, evaluation, and general supervision of all assigned personnel.
2. Organization, administration, and control of their respective schools and all activities therein.
3. Educational curricular advancement and evaluation within the school of which they have charge.
4. The discipline of pupils in their respective schools within established guidelines.
5. The care and safekeeping of their respective buildings and grounds and all assorted equipment and supplies.
6. The enforcement of all rules and regulations of the board and the superintendent of schools.
7. Performing all duties prescribed by law.
8. Keeping all records and making all reports required by the superintendent of schools.
9. Reporting promptly to the superintendent of schools:
 - Neglect of duty on the part of an employee
 - All accidents that occur
 - Problems created by existing policies or practices
 - Newly established rules or regulations
10. Establishing a system of public relations to tell the "story" of the school and school related activities and provide planned procedures for displaying student accomplishments.
11. Holding regularly scheduled staff meetings for the dissemination of appropriate information.
12. Other such duties as may be assigned to them by the superintendent of schools or the board of education.

ADMINISTRATION

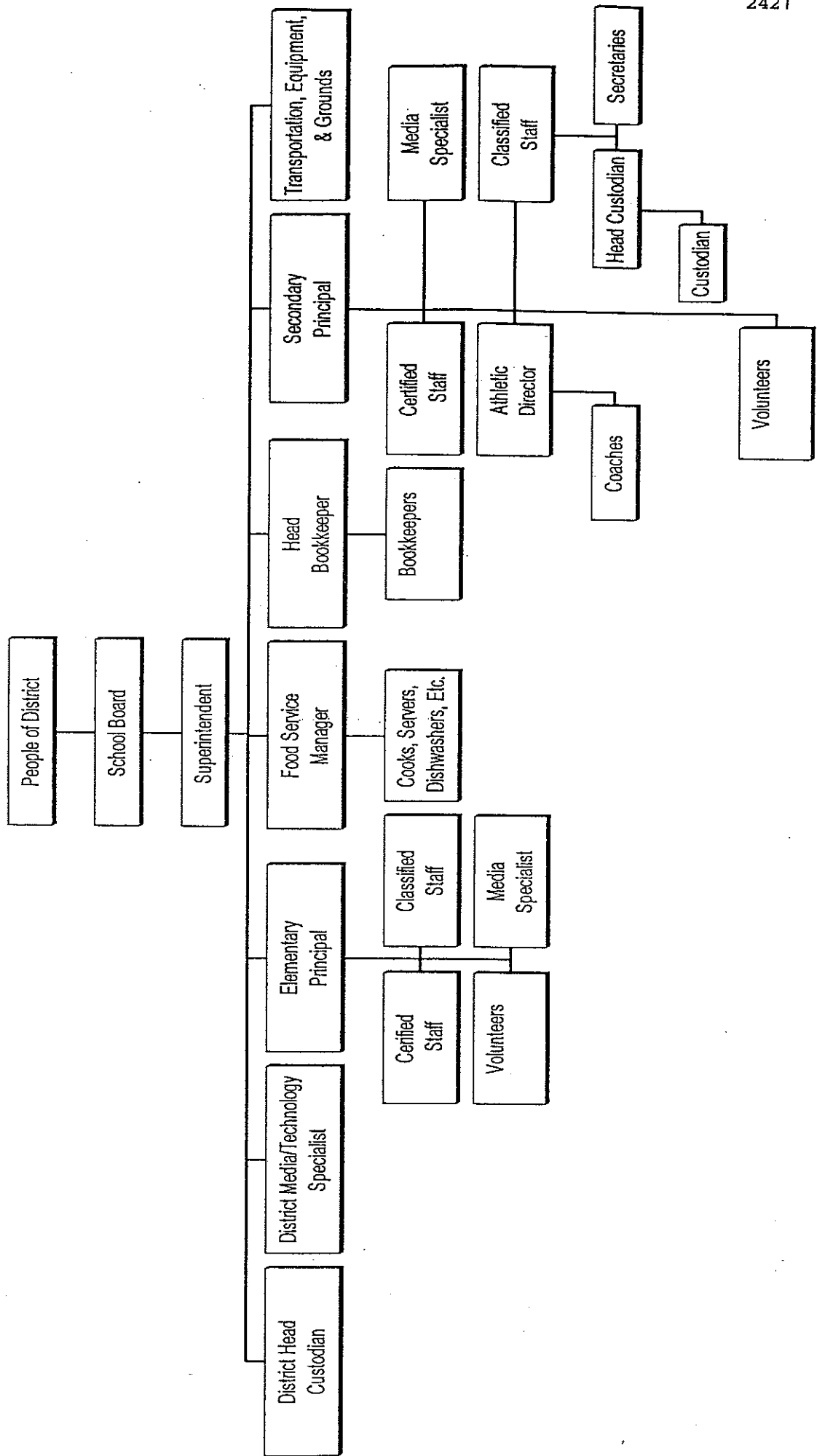
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Principal Evaluation

The purpose of principal evaluation in the Wisner-Pilger School District shall be to: (1) improve administration at the building level, and (2) determine recommendations for continued employment of principals. The superintendent will formally evaluate the principals at least once annually during the first semester.

The evaluation shall provide for documentation. The evaluation form shall provide space for: (1) all noted deficiencies, (2) specific means for the correction of the noted deficiencies, (3) an adequate timeline for implementing the concrete suggestions for improvement, and (4) a written response to the evaluation from the principal.

Wisner-Pilger School District Staff/Line Relationship



Professional

The board expects that the superintendent and other administrative and supervisory personnel will conduct themselves, in all respects, as professionals.

The board expects that the superintendent and other administrative personnel will be familiar with, and will subscribe to in both word and deed, all policies, regulations, statutes, and codes of ethics which are established by legal and professional bodies as guidelines for conduct.

The board encourages the superintendent and other administrative and supervisory personnel to avail themselves of opportunities for continuing professional development and for inservice related to their assigned job duties.

The superintendent is charged with the responsibility of developing and administering professional development and inservice opportunities for members of the board, administrative personnel, and all personnel of the district.