

TABLE OF CONTENTS

SECTION 2—DUTIES OF THE SUPERINTENDENT

2.1 DUTIES OF THE SUPERINTENDENT	3
2.2 SUPERINTENDENT COMPENSATION, EVALUATION, AND CONTRACT	5
2.3 EXTRA-CURRICULAR ACTIVITIES AND RELATED MEETINGS DURING INCLEMENT WEATHER	6

DUTIES OF THE SUPERINTENDENT

2.1— (MH) 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 Mountain Home 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. Assignments to various functions within the system shall be the responsibility of the superintendent.

The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

SUPERINTENDENT OF SCHOOLS

- a. Be in all respects the chief executive officer of the Board for the management for all the departments of the school system. He shall have the power to make rules not in conflict with the law, Board policy, or with the rules of the State Department of Education, and decide all matters of administration and supervisory detail in connection with the operation and maintenance of the schools.
- b. Initiate and direct the development of all policies for approval by the Board and delegate such responsibilities to associates and subordinates, as he may desire.
- c. Interpret and execute all policies established by the Board and in matters not specifically covered by Board policy, he will take appropriate action and report to the Board as needed.
- d. Be responsible directly or indirectly for all employees of the schools. The Superintendent's delegating authority to principals, directors and officers does not relieve him of the responsibility for the action of people in these positions.
- e. Have authority over all school employees, both certified and classified and to this end the Board has delegated to him the authority to appoint, assign, evaluate, transfer, promote, demote, or suspend all employees of the district except as otherwise provided by law, Board policy or rules of the State Department of Education.
- f. Direct the development, implementation and evaluation of curricular and extracurricular programs designed to educate the students in the district.
- g. Recommend to the Board persons to fill teaching vacancies and other certified and classified vacancies. In such cases when the Board does not see fit to elect persons recommended by the Superintendent, the Board shall request him to make additional recommendations.
- h. Recommend to the Board the creation of new positions he thinks are necessary for a more effective school program.

- i. Act as the primary and first agent for faculty and staff communication to the Board.
- j. Serve as the official representative of the Board to the school employees or other district or state groups.
- k. Conduct a continuous study and appraisal of the development and needs of the schools and will keep the Board and community informed.
- l. Prepare a school calendar for Board approval and will administer the approved calendar.
- m. Direct the preparation of an annual budget for Board approval and administer the approved budget.
- n. Authorize or supervise the investment of funds to maximize benefits whenever feasible or desired.
- o. Have the charge and responsibility for all school building, premises, apparatuses, equipment and supplies.
- p. Direct necessary studies of site and building needs of the district and make such recommendations to the Board as are necessary for meeting these needs.
- q. Direct the formulation of salary schedules and make recommendations to the Board. After their adoption by the Board, he shall assign salaries to personnel on the basis of said schedules.
- r. Unless absent by mutual agreement, attend all Board meetings and all executive sessions except in the part of the executive session when his performance is evaluated
- s. Serve as an ex-officio member of all committees as may from time to time be established by the Board.
- t. Perform other duties as needed or other duties directed by the Board that may be in relation to these general duties.

Date Adopted: June 27, 2006

Last Revised: June 27, 2006

2.2— (MH) SUPERINTENDENT COMPENSATION, EVALUATION, AND CONTRACT

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.

Superintendent Evaluation and Contract

The Board shall evaluate and employ the Superintendent or renew his contract on or before the third Thursday of January each year or as provided in his contract.

The Superintendent may be dismissed as provided in the Superintendent's contract, Board policy and state laws.

The specific provisions of the contract with the Superintendent in force at the time these policies are adopted by the Board shall remain binding and in case of conflict the contract provisions shall prevail.

Date Adopted: June 27, 2006

Last Revised: June 27, 2006

2.3 EXTRA-CURRICULAR ACTIVITIES AND RELATED MEETINGS DURING INCLEMENT WEATHER

Whenever the Superintendent of Schools deems it necessary to close down school operations due to weather conditions or emergency situations, all school activities and related scheduled meetings shall be canceled and re-scheduled unless road conditions have changed enough during the day to allow for safe travel. This decision will be made by the superintendent after consultation with the appropriate individuals.

This policy also refers to all district personnel with the exception of necessary maintenance employees required for the return to normal operations. They shall be awarded compensatory time off for such duty performed above and beyond the call. In the event school is in session and a weather situation arises, the Mountain Home School System will not hold extra-curricular activities and related meetings if the Superintendent, after consultation with the building principal, the other persons in charge and public safety officials, recommends that it would be unsafe for us to participate in such activities and related meetings.

OTHER POLICIES AND REGULATIONS

In addition to stated policies, employee handbooks, state laws, State Department of Education regulations, directives from the Superintendent and administrators contain additional information, regulations, and procedures that must be followed by school personnel.

Teacher, employee, or administrative handbooks shall be prepared with final approval to be given by the Superintendent. Teachers shall receive handbooks each year and shall be responsible for following the rules, regulations, guidelines, and procedures contained therein.

Date Adopted: June 27, 2006

Last Revised: June 27, 2006