

4025 Superintendent

The superintendent is hired by and shall report directly to the board of education. All school employees shall be under the direct and/or delegated supervision of the superintendent. All of the grounds and buildings are supervised by the superintendent. He or she shall, at his or her discretion, make the board aware of any needed repairs and improvements. The board of education delegates to the superintendent the power and authority to make necessary corrections and decisions on all matters concerning the running of the school. The board will review all such rulings, corrections, decisions and such at regular or special board meetings.

The superintendent is charged with presenting an annual school budget to meet necessary statutory deadlines, and this budget shall be subject to the approval of the board of education and voters at the annual budget hearing and annual meeting. In conjunction with this budget preparation, the superintendent is charged with implementing the budget and shall be authorized to make all purchases he deems necessary after the board of education and voters approve the budget at the budget hearing. The superintendent shall present all of the bills to the board of education and handle all monies in the activity accounts, as well as the lunch account. He or she shall supervise the bookkeeping of the accounts and will have the final approval of how the money is spent. He or she shall be bonded for \$5,000, and this bond will be provided by the school district. The superintendent shall, monthly, provide a balance sheet showing each activity account.

The superintendent shall be in a position of approving all school activities, and he/she may delegate this authority to the principals, teachers, sponsors, etc. Such activities shall include, but not be limited to, the schedule, the closing of school, non-school activities (with board approval), calendars, and media releases.

The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

SPECIFIC RESPONSIBILITIES: The specific responsibilities of the Superintendent are subdivided into the areas listed below:

1. INSTRUCTIONAL PROGRAM

The Superintendent:

- A. serves as the educational leader of the district.
- B. after consultation with the staff the superintendent shall recommend to the board the selection of new textbooks or textbook series.

2. PROFESSIONAL STAFF

The Superintendent:

- A. selects new staff members for recommendation to the board of education.
- B. shall make extra duty assignments and delegate responsibility to the principal and qualified personnel and remain responsible for the final execution of these duties and responsibilities.
- C. shall provide final approval for the assignment or transfer of all school personnel to their job and/or responsibility as may be best for the school system and in conformance with each individual's qualifications.
- D. recommends to the board of education for their final action the promotion, demotion, or dismissal for all certified staff.

3. STUDENT PERSONNEL

The Superintendent:

- A. should aid the principal in directing and controlling student behavior and discipline and recommend action to be taken in extreme or legal cases in compliance with federal and Nebraska State Law.

4. COMMUNITY RELATIONS

The Superintendent:

- A. shall reside in the Loomis School District, should be active in community affairs, should work to promote the best interest of the school and should see that school policies and functions are properly presented to the patrons of the district.

5. BUILDING AND GROUNDS

The Superintendent:

- A. shall provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities.
- B. shall collaborate with the Board to implement short and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate.
- C. shall maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district.
- D. shall develop and implement guidelines and procedures governing the use and care of district facilities and property.
- E. shall recommend to the Board sales of surplus property no longer needed and authorize the proper execution of such sales.

6. NON-CERTIFIED PERSONNEL

The Superintendent:

- A. hires, replaces, and supervises all non-certified employees and recommends their hourly wage.

7. GENERAL ADMINISTRATION

The Superintendent:

- A. shall supervise, either directly or through delegation of authority, all activities of the school system and see that these activities are carried out in compliance with the policies established by the board of education.

- B. shall keep up-to-date on trends and laws in education by attending local, district, state and national meetings or conferences.
- C. develops the school calendar, with assistance from the principal, and presents it to the board of education for final approval.
- D. completes and oversees the completion of all forms required by the State Department of Education and sees that they are sent in before the due date.

School District 69-0055, Loomis, Nebraska

Adopted on: December 9, 2013