

Section 300 – Administration
Administrative Employees
Administrator Duties

File: 303.05

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each building principal, as chief administrator of the assigned attendance center, shall be responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal shall be considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

1. Keeps the superintendent of schools informed of the school's activities and problems.
2. Works with various members of the central administrative staff on school problems of more than of an in-school nature, such as transportation, special services, and the like.
3. Establishes and maintains an effective learning climate in the school.
4. Programs classes within established board policies, administrative regulations and guides, and available district resources to meet student needs.
5. Supervises the guidance program to enhance individual student education and development.
6. Is responsible for developing and maintaining the cumulative records for each student. Is responsible for overseeing and maintaining the security of these records.
7. Is responsible for sending out and collecting student transcripts as students move into or out of his or her building.
8. Is in charge of updating courses of study, student handbooks, and course descriptions.
9. Establishes guides for proper student conduct and for maintaining student discipline.
10. Supervises the school's teaching process.

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11. Initiates, designs, and implements programs to meet specific needs of the school.
12. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding, and solicits support for overall school objectives and programs, to interpret school board policies and administrative directives, and to discuss and resolve individual student problems. Serves as the public relations director within his or her building.
13. Is in charge of setting up parent-teacher conferences and in issuing reports of student progress.
14. Maintains a record of all discipline cases.
15. Orients newly assigned staff members and assists in their development, as appropriate.
16. Coordinates and supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, etc., as applicable to the building site.
17. Builds a master schedule for the building and is responsible for the scheduling of the students assigned to his or her building.
18. Evaluate certified and classified personnel.
19. Must be able to deal with stressful situations.
20. Minimum educational preparation requirements.
 - A. Hold a Nebraska Administrative Certificate and an endorsement in the area of assignment, or equivalent.
21. Maintaining confidentiality of sensitive information related to staff, students, and parents;
22. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
23. Facilitating Medicaid eligibility determination.
24. Assisting with transportation related activities in support of Medicaid covered services.
25. Translation related to Medicaid services.

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26. Program planning, policy development, and interagency coordination related to Medicaid services.
27. Medicaid related training.
28. Referral, coordination and monitoring of Medicaid services
29. Shall perform such other tasks and duties as may be assigned.

This list of duties shall not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators shall consider the school district's financial condition as well as the needs of the students in the school district.

Cross Reference: 301 Administrative Structure