

Section 300 – Administration
Superintendent
Superintendent Duties

File: 302.04

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent shall be responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent shall consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:

1. Serves as the chief executive officer of the Board of Education.
2. Serves as the educational leader of Holt County School District No. 7.
3. Administers the school in conformity with the adopted policies of the board of education rules and regulations of the State Department of Education in accordance with state law and in accordance with the guidelines set forth by the North Central Association of Colleges and Schools.
4. Defines educational needs, formulates proposed policies and plans and makes recommendations to the board of education for the implementation of programs.
5. Makes board of education policies accessible to school board members and interprets these policies to school personnel and the general public.
6. Supervises, either directly or through the delegation of authority, all activities of the school system and sees that these activities are carried out in compliance with the policies established by the board of education.
7. Informs the board of education concerning decisions that are made which are not covered in board of education policies.
8. Prepares and sends out agenda, special reports and minutes for board of education meetings as soon as possible the week prior to, but no later than three days before the regular meeting of each month.

Section 300 – Administration

Superintendent

Superintendent Duties

File: 302.04

9. Attends and participates in all regular and special board meetings unless excused at his or her request, except for those executive sessions in which his or her own

re-election is under discussion. Makes recommendations and advises the board of education on subjects affecting the school district.
10. May request, at his or her discretion or at the request of the board of education, the attendance of school district personnel at meetings of the board of education to explain programs in use or planned for use by the school district.
11. Reports to the board of education such matters as deemed material to the understanding and proper management of the school or as the board of education may request.
12. Keeps up-to-date on trends and laws in education by attending local, district, state, and national meetings or conferences with prior board of education approval. (The expenses incurred by attending these meetings will be paid by the school district.)
13. Prepares the annual budget for the ensuing year with the assistance of the staff and submits this budget to the board of education for review and approval. After adoption he or she should make every attempt possible to operate within the limits set forth by the budget.
14. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with accounting procedures set forth by the Nebraska Department of Education, the Office of the State Auditor, and as may be recommended by the auditor retained by board of education.
15. Acts as the purchasing agent for the board of education and orders or approves the ordering of all supplies, textbooks, library material, A/V materials, equipment furniture, etc., when covered by the budget or by specific order of the board of education.
16. Lets bids in terms of price, quality of product and service rendered when needed. On large items in which the board requests bids, the board of education shall determine the bid to be accepted.
17. Directs the annual audit of school district funds: General Fund, Sinking Fund, Activity Fund, School Lunch Fund, Building Fund, Asbestos and American Disabilities Fund, all Federal Programs, and the Special Education Program.

Section 300 – Administration

Superintendent

Superintendent Duties

File: 302.04

18. After consultation with the other administrators and the appropriate staff, shall recommend to the board of education the selection of new textbooks or textbook series.
19. Shall keep an up-to-date inventory of textbooks, library books, moveable equipment, A/V equipment, athletic equipment, music equipment, uniforms, typewriters, computers, etc.
20. With board of education approval, he or she shall advertise, hold interviews, and offer contracts to teachers.
21. Assigns or transfers all school personnel to their particular school, jobs, and responsibilities as may be best for the school system and in conformance with each individual's qualifications.
22. Hires, replaces, supervises, or causes to be supervised, all classified and certified personnel to see that the methods used and practices employed are in the best educational interest of the students.
23. Approves vacation schedules of all classified district personnel.
24. Suspends any employee for just cause and promptly reports such action to each board member.
25. Recommends to the board of education for their final action the promotion, demotion, dismissal, or salary changes for all employees.
26. Represents the board of education as liaison between the school district and the community. Establishes and maintains a program of public relations that will keep district patrons well informed of the activities of the school district. Maintains a public relations program which will result in a wholesome and cooperative working relationship between the school and the community.
27. Develops the school calendar and presents it to the board for board of education approval.
28. Completes, or oversees the completion, of all forms required by Federal, State, or County agencies or as may be required for local needs and sees that they are properly filed before their due date.
29. Shall be responsible for all short term and long-range planning concerning school facilities.

Section 300 – Administration

Superintendent

Superintendent Duties

File: 302.04

30. Shall be in charge of all buildings, grounds, and equipment and sees to their maintenance and safety.
31. Prescribes the procedures for the classification and advancement of students and for the transfer of students from one building to another in accordance with guidelines set forth by the Nebraska Department of Education and existing policies of the board of education.
32. Calls, or causes to be called, meetings of school district employees as may be necessary to efficiently and effectively carry out the educational program of the school district.
33. Is responsible for the general operation of the school system, for the development of the staff, and for the educational growth and welfare of the students.
34. Shall have a census taken each year of all people under the age of twenty-one whose parents or guardians live within the boundaries of the district.
35. Shall be directly responsible (or responsible through the delegation of responsibility) for scheduling the use of buildings and grounds by all groups and organizations.
36. Maintaining confidentiality of sensitive information related to staff, students, and parents;
37. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.
38. Maintaining consistent attendance for the benefit of the students and the District.
39. Facilitating Medicaid eligibility determination.
40. Assisting with transportation related activities in support of Medicaid covered services.
41. Translation related to Medicaid services.
42. Program planning, policy development, and interagency coordination related to Medicaid services.
43. Medicaid related training.
44. Referral, coordination and monitoring of Medicaid services
45. Performs such other tasks as may, from time to time, be assigned by the board of education.

Section 300 – Administration
Superintendent
Superintendent Duties

File: 302.04

46. Adheres to the "Code of Ethics" set forth by the American Association of School Administrators.

This list of duties shall not act to limit the board's authority and responsibility over the superintendent.

Cross Reference: 205 School Board Policy Process
 301 Administrative Structure