

2010 - ADMINISTRATORS -- GOALS, DUTIES, AND EVALUATION

Proper administration of the schools is vital to a successful educational program. The general purpose of the district's administration will be to coordinate and supervise, under the board policies, the creation and operation of an environment in which students learn most effectively.

Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The board will rely on its chief executive officer, the district superintendent, to provide at the district level the professional administrative leadership demanded by such a far-reaching goal.

The district's administrative organization will be designed so that all divisions and departments are part of a single system guided by board policies as implemented through the superintendent. Principals are expected to administer their units in accordance with board policy and the superintendent's rules and regulations. However, mere execution of the directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness, and wise leadership, as well as consideration and concern for staff members, students, parents, and others, are essential for effective administration.

The superintendent, principal, and all other administrators will have authority and responsibility necessary for his or her specific administrative assignment. Each will likewise be accountable for the effectiveness with which the administrative assignment is carried out. The board will be responsible for clearly specifying requirements and expectations of the superintendent, then holding the superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then, for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the district will be:

1. To manage the district's various resources effectively and efficiently.
2. To provide professional advice and counsel to the board and to advisory groups established by board action.
3. To manage so as to assure the best and most effective learning programs, through the achievement of such sub goals as:
 - a. Providing leadership in keeping abreast of current educational developments.
 - b. Arranging for the staff development necessary to the establishment and operation of learning programs that better meet learner needs.
 - c. Coordinating cooperative efforts as improvement of learning programs, facilities, equipment, and materials.
 - d. Providing access to the decision-making process for staff, students, parents, and others to offer for improvement.

Date of Revision: 06-10-2013

2020 - SUPERINTENDENT OF SCHOOLS

The superintendent is held accountable to the board for all aspects of administering the school system under the policies adopted by the board.

Since division of labor is essential for managing a large organization, it is expected that the superintendent will delegate portions of the administrative tasks to principals and appropriate personnel. The responsibility for their performance is not considered a delegable function. By the same token, it is presumed that the responsibility for all activities within any building during school hours belongs to the designated head of that unit who is deemed accountable to the superintendent. Beyond this essential fixing of accountability, the board approves appropriately shared decision making within the school organization.

The board views the superintendent's position in the school system in a triple capacity: executive of the board, leader and officer accountable for all personnel of the system, and liaison between those personnel and the board. Because of extreme responsibility assigned to this officer under these statements, the selection of the proper person for the post is, second only to policy development, the most important task the board performs. Under these statements of belief, the superintendent is the only person in the system with whom the board normally needs to be directly involved in decisions regarding appointments of personnel. Because the board believes total responsibility for school system administration should rest with the superintendent, the board has the responsibility for developing a systematic means of evaluating effectiveness in implementing the objectives expressed in policies, just as the superintendent has a responsibility for evaluating the effectiveness of personnel accountable to the superintendent.

The board of education shall elect a superintendent of schools who will act as the chief executive of the school system. The superintendent shall answer directly to the board of education in all matters related to the operation of the school system.

The board is the legislative rather than the executive head of the school and the duly elected superintendent of schools should be given reasonable freedom in carrying out the board policies and should be held responsible for results.

The board shall delegate to the superintendent of schools the following duties and responsibilities:

I. Responsibility and Authority for the Superintendent

- a. The superintendent is responsible to the board of education in all aspects of school management.
- b. As the chief administrator and executive officer of the board, the superintendent has authority over all school employees.

II. Duties of the Superintendent

- a. Attends all board of education meetings.
- b. Prepares the agenda for all board meetings.
- c. Serves as the executive advisor/officer of the board.
- d. Is responsible for the administration of the complete school program, within the framework of board policies and state school laws.

- e. Define the duties of all positions and delegate necessary responsibility and authority for the efficient operation of the school, but remain responsible for the execution of such powers so delegated.
- f. Assists the board in decision making in relation to school operation and policy formulation.
- g. Recommends policy alterations and additions for the board's consideration.
- h. Adopts such measures as necessary to give force and effect to the board policies.
- i. Makes rules and regulations on routine matters not covered by board of education policies.
- j. Prepares preliminary budget for presentation to the board in July.
- k. Initiates requisitions for supplies, equipment and texts and presents to board of education.
- l. Presents the board approved budget to the public at the annual meeting which is held in September in accordance Nebraska School Laws.
- m. Monitors all school district spending in order to assure proper fiscal management of school funds.
- n. Makes regular financial reports to the board and directs the proper accounting of all school funds.
- o. Serves as purchasing agent of the board and purchases supplies and equipment under the policies of the board.
- p. Signs all claims for state and federal reimbursements as board approved each year.
- q. Keeps all necessary records and completes reports as required by school law and as needed for the proper operation of the school.
- r. Supervises all repairs to the school buildings as authorized by the board.
- s. Is responsible for maintenance of school facilities and equipment.
- t. Assembles data, develops and recommends building programs and acts as educational advisor to the architects in the preparation of plans and specifications for new construction.
- u. Develops a school calendar and presents it to the board in May for the coming year.
- v. Determines if weather conditions are too adverse for the school to operate and acts accordingly.
- w. Serves as chief liaison between the board and the school staff.
- x. Recruits, interviews, and nominates new employees for termination any employee rendering unsatisfactory service.
- y. Supervises all professional and non-certified staff.
- z. Administer staff assignments, curriculum and related programs to assure accordance with the standards set forth for accreditation and approval of Nebraska schools.
- aa. Approves the appointment of faculty committees that may be required for implementation of educational policies and practices.
- bb. Keeps personnel records on each staff member.
- cc. Suspends employees when circumstances warren.
- dd. Assembles data to assist the board of education in negotiations for salaries.
- ee. Is a student of educational trends, theories, and practices; attends local and state conferences pertaining to official duties.
- ff. Keeps the board informed of serious disciplinary or other potentially significant problems.
- gg. Attends ESU #7 superintendents meetings and conference executive council meetings.
- hh. Interprets the school program to the community and keeps the public informed concerning the condition and general operation of the schools.
- ii. Keeps the board informed of current school laws and significant changes in school law.
- jj. Works in cooperation with the board to devise and implement effective public relations strategies.

- kk. Keeps the board informed of serious disciplinary or other potentially significant problems.
- ll. Expresses an interest in school activities; attend some student activity events
- mm. Evaluates and updates job descriptions on an ongoing basis.
- nn. Provides the board with data on which to base specific school goals.
- oo. Evaluates the progress of the school toward specific school goals and philosophy.
- pp. Supervises principal; evaluates the principal in writing annually.
- qq. Is responsible for coordinating school transportation and bus driver physicals, documents, and drug testing per applicable laws and regulations.
- rr. The principals shall keep accurate records of textbooks, library books, movable equipment, including visual education equipment, athletic equipment, music equipment, uniforms, computers/typewriters, and the like. A complete inventory will be kept in the superintendent's office. The superintendent shall report to the board losses of equipment and supplies not consumed in the process of use.
- ss. Is authorized and directed to dispose of all obsolete furniture and equipment in the most favorable manner to the district, and in accordance with all laws, rules, and regulations pertaining to such disposition.

III. Conditions of Superintendent's Employment

- a. A Nebraska Administrative and Supervisory Professional Certificate are required, endorsed for the superintendence.
- b. The superintendent must hold a six-year specialist's certificate in administration.
- c. The contract period is from July 1 to June 30, with terms approved by the board.
- d. The superintendent at the board's discretion, may contract for a period not to exceed three years.
- e. It is desirable for the superintendent, if at all possible to live in the community.
- f. The superintendent must be in good health, and of good moral character.
- g. The superintendent must be a strong administrator and leader who understand education and its problems.
- h. He must be able to work effectively in Nebraska and provide educational leadership for the St. Edward Public School.

IV. Evaluation of Superintendent's Position

- a. The board of education will formally evaluate the superintendent in writing each year.
- b. For a first year Superintendent, the board of education will formally evaluate the Superintendent twice, prior to January 15 and prior to June 15 of the first year.
- c. Observations of performance and such other observations as the board of education or board committees may perform, whether formal or informal, along with all other information available to the board of education shall form the basis for evaluation. The evaluator must consider the Superintendent's complete job performance. The evaluation should be based upon board approved job description.
- d. The evaluation shall be prepared on a written document and shall be discussed with the Superintendent by the board of education. A copy shall be placed in the Superintendent's personnel file. The Superintendent shall have the right to place on file a written response to part or all of the evaluation and shall have a right to inspect or respond to any items in his/her personnel file.
- e. The evaluation shall include a rating of "meets district standards" or "does not meet district standards." One criterion marked "does not meet district standards" may be cause for

dismissal or contract amendment. The Board of Education should offer to assist the Superintendent in overcoming deficiencies, provide suggestions for improvement and shall set time lines for correction of deficiencies.

- f. On an annual basis, the Board of Education will review the Superintendent's performance in the determination of continuation, cancellation, termination, or amendment of the Superintendent's contract based on the results of evaluation and all other information available to the Board of Education. If cancellation, termination or amendment is recommended, the procedure outlined in Board Policy and Sections 79-824 to 79-839, RSS, which is hereby adopted, shall be followed.

Date of Revision: 06-10-2013

2030 – PRINCIPAL, (K-6, 7-12 OR K-12)**I. Responsibility and Authority of the Principal**

- a. The principal is directly responsible to the superintendent for all aspects of the management of the school.
- b. The principal is a member of the administrative team as organized by the superintendent and shall be responsible for any general assignments as delegated by the superintendent.
- c. The principal is the direct supervisor of all professionally certified staff members in an assigned area.

II. Duties of the Principal

- a. Attends all meetings of the board of education.
- b. Is responsible for the administration of the educational and public relations program of the school system.
- c. Inspects the building regularly and reports care, maintenance, safety, and security needs to the superintendent.
- d. Maintains all necessary records and submit reports as required by school law and as necessary so as to insure the proper operation of the school.
- e. Implements board policy and administrative rules and regulations.
- f. Interprets district policies and administrative rules and regulations.
- g. Organizes and conducts staff meetings on a regular basis.
- h. Assists the superintendent in the review of professional applications for the purpose of filling vacancies in the professional staff.
- i. Makes recommendations to the superintendent as to the renewal of contracts or the release of professional employees from contract.
- j. Notifies the superintendent by February 1 of the unsatisfactory performance of any teacher.
- k. Formally evaluate each teacher according to board policy, submitting these evaluations to the superintendent for review.
- l. Develops, organizes, and carry out in-service training for the professional staff.
- m. Supervises all assigned professional staff members.
- n. Carries out the property and inventory programs for instructional materials, textbooks, and equipment.
- o. Secures certified substitutes for teachers who are absent.
- p. Works with the activities director in the development of a master calendar for all school activities.
- q. Represents the St. Edward Public Schools in relevant professional groups and organizations.
- r. Works with the counselor in developing a master schedule for the implementation of the educational program.
- s. Provides leadership in curriculum review and development.
- t. Participation in professional growth activities for improvement knowledge and skills through study, conference, and professional meetings.
- u. Evaluates the instructional program.
- v. Maintains a seven year program cycle for the review and replacement of instructional texts.
- w. Strives to build and maintain relationships with support personnel who are characterized by a high degree of mutual support, open communication, and trust.
- x. Creates and maintains an open liaison between the community and the school.
- y. Reviews annually the Teacher Handbook and Student Handbook and revises as necessary.

- z. Supervises and directs the disciplinary and control aspects of the school in the building, on the school grounds, and at school events.
- aa. Maintains a relationship with students which are characterized by trust, open communication, and respect.
- bb. Conducts emergency evacuation drills as prescribed by Nebraska School Law or other state law.
- cc. Expresses an interest in school activities by attending activities or event, both as an assigned supervisory and an interested spectator.
- dd. Makes regular classroom visitations in the performance of supervisory responsibilities.
- ee. Administers staff assignments, curriculum and related programs in accordance with standards set forth for accreditation of Nebraska Schools.
- ff. Develops and distributes communications bulletins for staff and students on a daily basis.
- gg. Monitors and maintains student attendance records, taking action a necessary in upholding state law and board policy.
- hh. Makes decisions regarding the dismissal of students in cases of illness or for leaving the school grounds for any other reason
- ii. Assists the superintendent in the maintenance of job descriptions for all certified professional staff.
- jj. Suspends or recommends expulsion of students in compliance with State School Laws.

III. Conditions of the Principal's Employment

- a. A Standard or Professional Nebraska Administrative and Supervisory Certificate with an endorsement in Secondary Administration are required.
- b. The principal must hold a Master's Degree in Educational Administrative.
- c. The principal must be in good health and of good moral character.
- d. The principal must be a strong administrator and leader. He must be able to work effectively in Nebraska and provide educational leadership for the St. Edward Public Schools.

IV. Evaluation of Principal's Position

- a. The superintendent will formally evaluate the permanent principal each year, providing the principal with a written copy of the evaluation.
- b. For a probationary Principal, the Superintendent will formally evaluate the Principal twice, once during each semester of the probationary period.
- c. Observations of Principal's performance and such other observations as the Superintendent may perform, whether formal or informal, along with all other information available to the Superintendent shall form the basis for evaluation. The evaluator must consider the principal's complete job performance.
- d. The evaluation shall be prepared on a written document and shall be discussed with the Principal by the evaluating Superintendent. A copy shall be placed in the Principal's personnel file. The Principal shall have the right to place on file a written response to part or all of the evaluation and shall have a right to inspect or respond to any items in his/her personnel file.
- e. The evaluation shall include a rating of "meets district standards" or "does not meet district standards." One criterion marked "does not meet district standards" may be cause for dismissal or contract amendment. The Superintendent should offer to assist the Principal in overcoming deficiencies, provide suggestions for improvement and shall set time lines for correction of deficiencies. The superintendent is delegated the power and is authorized to

devise and approve forms for the purpose of such evaluation. Such forms may be revised by the superintendent as necessary.

- f. On an annual basis, the superintendent shall recommend to the Board of Education the continuation, cancellation, termination, or amendment of the permanent or probationary Principal contract based on the results of evaluation and all other information available to the Superintendent. If cancellation, termination or amendment is recommended, the procedure outlined in Board Policy and Sections 79-824 to 79-839, RSS, which is hereby adopted, shall be followed.

Date of Revision: 06-10-2013

2040 - THE ACTIVITIES DIRECTOR**I. Responsibility and Authority of the Activity Director**

- a. The activity director is directly responsible to the principal in matters of scheduling. The activity director is responsible to the superintendent in the areas of contracts and financial management.
- b. The activity director is the direct supervisor of all coaches. No purchases of athletic equipment shall be made without the prior approval of the activity director.

II. Duties of the Activity Director

- a. Schedules all interscholastic athletic participation for St. Edward Junior and Senior High School. Seeks approval from the Superintendent prior to signing contracts.
- b. Issues, receives and maintains all contracts for interscholastic competition.
- c. Serves as the chairperson for the committee of coaches responsible for establishing rules and regulations for participation in all athletic teams and contests. These rules and regulations shall be submitted to the board of education for approval. Any revisions shall be subject to board approval.
- d. Authorizes the hiring of all officials for interscholastic contests. Issues contracts to said officials, and arranges for payment for said contracts.
- e. Enters dates for athletic contests on the school master calendar not less than two weeks prior to the date of participation. Postponement dates shall be accepted.
- f. Maintains copies or originals of all student athletic physicals as required by the State Activities.
- g. Prepares and maintains a football insurance list. Process injury reports and insurance claims for participate in all sports.
- h. Maintains all eligibility lists as required by the Nebraska School Activities Association.
- i. Submits entries, dues, nominations, and fees for all NSAA sanctioned athletic and non-athletic events.
- j. Maintains a check list for all necessary student forms, (parent permission, physicals, insurance, assumed risk, etc.)
- k. Makes all necessary preparations, with the help of the coaches, for all home contests (programs, admissions, field preparations, etc.)
- l. Prepares and sends team rosters.
- m. Assists the coaches in preparing press release and game results and sending them into the proper authorities (newspapers, TV, etc.)
- n. Prepares the preseason poster schedules and pocket schedules for printing and supervises placement and distribution.
- o. Maintains conference files to include all relevant conference data pertaining to athletic participation, requirements, and awards.
- p. Maintains inventory of all athletic equipment, uniforms, supplies, etc.

III. Activity Director's Conditions of Employment

- a. This position is a co-curriculum position and the salary is enumerated by percentage of base in the master contract between the SEEA and the board of education.

IV. Evaluation of Activity Director's Position

- a. Not less than once annually, the superintendent will orally review the requirements of the position. Review of performance will be conducted orally. Deficiencies in performance, if noted, will be provided in writing with recommendations for improvement.

Date of Revision: 06-10-2013

2050 - TEMPORARY AND PART-TIME PERSONNEL

The board of education has the responsibility to employ such persons as may be needed to conduct the business of the school district. Such employment requires the official action of the board of education.

The board of education recognizes that there is times when extraordinary conditions warrant that the superintendent of schools hire temporary personnel in advance of official action by the board of education in order to insure the continuity of the district's functions and program.

Date of Revision: 11-11-13

2060 - HANDBOOKS

The administration is required by the board to prepare a student-parent handbook and faculty handbook each year.

The handbooks for students-parents and faculty are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

The student/parent handbook will be issued to the oldest student of each household on the first day of school. Students associated with more than one household will receive handbook for each parent of the respective household. New students will receive a student/parent handbook on the first day they register or attend school, regardless of the time of the school year.

Faculty will receive the Faculty handbook on the first workday of the new school year or first contract day for classified staff members.

Faculty, students, and parents will indicate they have received a copy of the respective handbooks by returning the signature page located towards the back page of the handbooks.

Revised on: 07-14-2014

2070 - CERTIFICATED EMPLOYEE FAMILY AND MEDICAL LEAVE

The district will comply with all provisions of the Family and Medical Leave Act of 1993 and amendments.

Unpaid family and medical leave will be granted up to twelve (12) weeks in any twelve (12) month period to eligible certificated staff members for the following reasons:

1. the birth or care of a newborn child within one (1) year of the child's birth;
2. the placement or care by way of adoption or foster care with the staff member within one (1) year of the child's arrival;
3. to care for the staff member's spouse, parent or dependent child with a serious health condition;
4. if the staff member's own serious health condition prevents that employee from performing the functions of the employee's job;
5. in qualifying urgent situations arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Unpaid leave will be granted up to twenty-six (26) weeks during a single twelve (12) month period to eligible certificated staff members to care for a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness.

For purposes of this policy, the twelve month period is defined as a twelve-month period beginning August 1 and ending July 31. Requests for family and medical leave shall be made to the superintendent.

To be eligible for FMLA benefits, a district employee must:

1. have worked for the district for a total of 12 months; and
2. have worked at least 1,250 hours over the previous 12 months.

When meeting the requirements set out in the family and medical leave administrative rules, employees may be allowed or required to substitute paid leave for unpaid family and medical leave according to the terms and conditions of the district's normal leave policies. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Requests for FMLA leave shall be submitted in writing. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act. It shall be the responsibility of the superintendent to implement this policy.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding family and medical leave of such employees shall be followed.

Legal Reference: 29 U.S.C. §§ 2601 et seq. (1994)
29 C.F.R. Pt. 825 (1996).

Date of Adoption: 07-13-2015

2080 - CERTIFICATED EMPLOYEE MILITARY SERVICE LEAVE

Certificated employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency any of the above certificated employees who are ordered to active service shall receive an additional leave of absence will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state. The loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed five years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law as long as he or she:

1. has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise unreasonable);
2. has not been absent from his or her job for more than five years; and
3. returns to work as outlined below.

The following periods and conditions of return to work apply to the employee who was absent:

1. If absent less than 31 days, the employee must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest and report to work;
2. If absent more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days after the completion of service;
3. If absent more than 180 days, by submitting an application for reemployment within 90 days after the completion of service.

Such person shall not be discharged without justifiable cause within one year after reinstatement if the person's period of military service before the reemployment was more than 180 days. Such person shall not be discharged without justifiable cause within 180 days after the date of reemployment if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

An employee reemployed after military leave will be treated as not having incurred a break in service. Absence for any of the reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position.

Legal Reference: Neb. Statute 55-160 to 166
 79-838
 38 U.S.C. §§ 4312, 4313, 4316, 4317
 20 C.F.R. §§ 1002.259, 1002.261, 1002.262, 1002.267

Date of Adoption: 07/13/2015

2090 - CERTIFICATED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for certificated employees must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave.

The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, certificated employees shall make a written request for unpaid leave 5 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees, Article IX, Section F, shall be followed.

Date of Adoption: 07/13/2015