

ADMINISTRATION: SECTION 0200

This section includes policies relative to the organizational principles of the district and to the roles, duties, and functions of administrative personnel employed by the district.

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0200 **Organizational Principles**

The following principles guide the organization and operation of the school district:

1. The board will perform functions required by statute and by State regulations; in executing these functions, the board will clarify and establish goals for the school district, will consider and adopt policies to provide guidance for the actions of employees, and will provide guidelines for the appraisal of results achieved by the operations of the district.
2. The board values an open exchange of ideas, including: (a) between and among board members in the discharge of their duties, (b) between and among board members and employees of the school district, (c) between and among board members and citizens of the school district, and (d) between and among all role groups. The sharing of ideas between and among the board, district personnel, students enrolled in the district, and citizens of the district is encouraged.
3. The board expects district administrative personnel to be both knowledgeable about, and competent in, performance of duties.

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Legal Reference: 79-401 School District; body corporate; powers.
79-439 et. seq. District board.

0201 **Central Administrative and Supervisory Personnel**

The board of education shall employ a superintendent of schools and other central office administrative and supervisory personnel necessary for the efficient and effective operation of the school district.

The board shall determine policies to guide the decision-making processes employed in the school district; the superintendent and the superintendent's staff shall execute the policies adopted by the board and shall formulate and implement rules, regulations, and procedures for the execution of board-adopted policies.

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0202 **Administrative Decisions**

The board empowers the superintendent to act in those instances where emergency action must be taken and where the board has not provided policies to guide administrative action and where the action to be taken is not covered by law.

When emergency action is taken, the superintendent shall inform the board of actions taken and shall identify any needs which may exist for policy formulation.

All actions taken by the superintendent as emergency actions shall be reviewed by the board at its next regular meeting following the exercise of emergency powers.

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0203 **Board Review of Administrative Decisions**

The board reserves the right to review all administrative decisions with regard to whether or not decisions made by administrators reflect the intent of the board as specified in board policies.

Whenever the superintendent, or other administrators to whom the superintendent has delegated authority for decision-making, make a decision about an issue judged by the superintendent to be controversial, the superintendent shall inform members of the board so board members are able to respond to concerns and questions posed by patrons of the district.

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0204 **Control and Communication Systems**

The superintendent shall establish and maintain an orderly plan and procedures for preserving and making accessible to employees, patrons, and citizens all policies adopted by the board and all administrative rules, regulations, and procedures established for the implementation of board policies.

The plan prepared by the superintendent for the dissemination of information, and providing access to information, shall provide for dissemination and examination of policies, rules, regulations, and any newsletters, manuals, directives, bulletins, minutes of meetings, agreements, and other documents which specify the operations of the district.

All information about district operations shall be public information except as otherwise provide by law.

Access to information which is public information may be restricted to examination of documents maintained in the district offices with access being permitted during the normal business day; reproduction of public documents to provide personal copies to individuals shall be permitted in accordance with law and a charge for the cost of reproduction may be levied.

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Structure of the Organization

0205 **Structure of the Organization**

The superintendent shall maintain, and update on an annual basis, an organization chart which identifies the responsibilities of all administrative and supervisory personnel, including central office administrative personnel and principals.

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0206 **Chain of Command**

Each employee of the school district is ultimately responsible to the board.

The superintendent shall serve as the chief line officer of the school district and shall exercise general supervisory authority for the performance of all other district personnel.

Personnel shall refer matters requiring administrative action to the administrator who is charged with supervision of the area of responsibility in which the issue arises; as a general rule, personnel will refer matters requiring administrative action to the administrator designated as their immediate supervisor.

Administrative and supervisory personnel shall refer matters requiring action beyond the scope of their delegated authority to the next higher authority; the routing of such matters, as well as the appeal of decisions made at any level, shall be as provided in board policies governing the consideration of complaints and appeals (625.1).

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0207 **Councils, Cabinets, and Committees**

The superintendent may appoint employees or citizens to such councils, cabinets, or committees as the superintendent may wish to form to carry out tasks for planning and evaluating the rules, regulations, and procedures formulated for the operation of the school district.

The superintendent is encouraged to include provisions for solicitation of suggestions and advice from personnel, whenever feasible, in the planning and evaluation of rules, regulations, and procedures related to the job duties of employees as individuals or to classes of employees.

The superintendent is encouraged to give careful consideration to the counsel provided by employees or citizens in the formulation of policy recommendations, rules, regulations, or procedures, and shall inform the board of such counsel when presenting reports of administrative action or recommendations for board action.

If the superintendent appoints any standing or permanent councils, cabinets, or committees, these groups shall be identified on the organization chart of the district.

Administrative and supervisory personnel, other than the superintendent, shall have the authority to appoint councils, cabinets, or committees of employees or citizens to carry out tasks related to the planning and evaluation of the rules, regulations, or procedures formulated for the operation of the administrative officers assigned area of responsibility. Appointment of such councils, cabinets, or committees, however, shall occur only with the guidance and approval of the superintendent.

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0210 **Superintendent of Schools**

All aspects of the administration of the school district are delegated to the superintendent who shall execute role duties in accordance with policies adopted by the board. The superintendent shall serve as the chief executive officer of the board and shall be the administrative head of all personnel, divisions, and departments of the school district.

The superintendent may delegate responsibility and authority for the operations of the school district to other personnel but shall be accountable to the board for all operations of the school district.

Job Description

The superintendent shall develop for the boards review and approval a job description for the position of superintendent. The job description may include, but is not limited to; factors such as: qualifications for the position, to whom the superintendent reports, supervisory responsibilities, job goals, performance responsibilities, and other such factors as the superintendent, with the approval of the board, chooses to include in the job description.

Evaluation of the Superintendent

The job description of the superintendent shall serve the board and the superintendent as a guide for the execution of role duties of the superintendent. The board shall use the job description as the basis for performance appraisal of the superintendent's performance in office. The board shall review, on an annual basis, the job description of the superintendent and shall, as desired, revise the job description to specify role duties.

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Legal Reference: 79-519 Board of Education; superintendent; election; salary; term.

79-1229 Certificate required of administrators and supervisors.

79-1240 Teachers or administrators without certificates; employment prohibited; effect.

0220 **Central Office Administrative and Supervisory Personnel**

The superintendent shall assume direct supervisory responsibilities for personnel who are assigned to central office administrative and supervisory duties and who are classified as Directors, Supervisors, Coordinators, Consultants, Chiefs, and Managers.

Central office administrative and supervisory personnel positions may be established by the board of education or by the superintendent with the advice and approval of the board.

Job Descriptions

The superintendent shall develop for the boards review and approval a job description for each central office administrative and supervisory position. The job description for each position may include, but is not limited to, factors such as: qualifications for the position, to whom the position holder reports, supervisory responsibilities, job goals, performance responsibilities, and other factors which the superintendent, with the approval of the board, chooses to include in the said job description.

The job description for each central office administrative and supervisory position shall serve the superintendent and the position holder as a guide in the execution of the duties of the position.

Evaluation of Central Office Administrative and Supervisory Personnel

The superintendent shall use the job description for each position as the basis for performance appraisal of the individual assigned to the position. Changes in job descriptions and in the basis for performance appraisal of position holders should be made, if necessary, only at the start of each annual contract period. Such changes should be made upon the recommendation of the superintendent, subject to board approval.

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Legal Reference: 79-1229 Certificate required of administrators and supervisors;
79-1240 Teachers or administrators without certificates; employment prohibited; effect.

0230 **Building Administrators**

Building administrators shall exercise general supervision of all programs and operations assigned to the buildings or programs they administer.

Job Description

The superintendent shall develop a job description for each building administrators' role; all job descriptions are subject to review and approval by the board.

The job description for each building administrator position may include, but is not limited to, factors such as: qualifications and certification required for the position, to whom the building administrator reports, supervisory responsibilities of the position, job goals, performance responsibilities, and other factors which the superintendent, with the approval of the board, chooses to include in said job description.

Job descriptions shall be reviewed on an annual basis, and changed as necessary, to permit the job description to serve as a guide for the execution of the duties of the positions described.

Evaluation

The job description for each building administrator position shall be used as the basis for performance appraisal of the person assigned to the role described in said job description.

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Legal Reference: 79-1229 Certificate required of administrators and supervisors.
79-1240 Teachers or administrators without certificates; employment prohibited; effect.

0240 **Temporary and Part-Time Administrative Staff**

The board reserves the right to employ temporary and part-time staff to assist the superintendent and the superintendent's staff in the operations of the school district. The board reserves the right to review and approve all nominations from the superintendent for employment of temporary and part-time staff, and to assign such duties as the board deems necessary.

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0241 **Consultants**

The board reserves the right to employ consultants as a means of providing the school district with specialized services not required on a continuing basis.

When consultants are employed, the specific duties or tasks to be performed and the fees to be paid will be specified in advance of performance of services. Consultants will be employed to provide services as specified by the district.

When consultant services are being considered for specific tasks, efforts will be made, whenever possible, to identify alternate sources of consultant services prior to selection of consultants. When appropriate, consultant services will be selected by use of a bidding process for provision of desired services.

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Legal Reference: 79-401 School District; body corporate; powers.
79-441 District property; custody and care; duty of board.

0250 **Professional Conduct**

The boards expect the superintendent and other administrative and supervisory personnel to conduct themselves in accordance with codes of conduct established by statute and by policies and regulations of certification agencies, e.g., the Nebraska Department of Education.

The board encourages the superintendent and other administrative and supervisory personnel to be members of, and active participants in, professional associations related to their assigned roles and duties, and to strive to follow the code of ethics for professional conduct as established by such professional groups.

The board encourages the superintendent and other administrative and supervisory personnel to avail themselves of opportunities for continuing professional development, including participation in in-service opportunities offered by the school district and participation in continuing education opportunities offered by legitimate agencies.

The board expects the superintendent and other administrative and supervisory personnel to meet all in-service or continuing education requirements specified by law or by legitimate regulatory agencies.

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0260 **Drug Free Schools Program Review**

It shall be the policy of Bancroft-Rosalie Public School District NO. 20 to review biannually its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendents shall undertake such study as is deemed appropriate to determine whether the program of the District as hereinabove referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

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It shall be the policy of Bancroft-Rosalie Public School District No. 20 to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

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