

## ADMINISTRATION: SECTION 2000

### ADMINISTRATION

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## **ADMINISTRATION: SECTION 2000**

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

**Organizational Principles**

In all administrative operations the board offers the following principles for the organization and operation of the school district:

1. The board will devote its major efforts to the performance of such functions as are required by statute and by State regulations, to clarifying and establishing goals for the school district, to considering and adopting policies to guide the actions of employees, and to appraisal of results achieved within all operations of the district.
2. The board values an open exchange of ideas between and among itself and its employees; between and among its employees; and between and among its employees, residents, and patrons of the district, students enrolled in the district, and itself. Every effort should be made to encourage the free and open flow of ideas and assistance among all patrons and employees of the district.
3. The board expects and encourages its administrative personnel to be technically competent, and to apply effective procedures for the operation of the school district in all areas of responsibility.

Legal Reference: R. R. S.

79-405 District; body corporate; powers; name.

79-554 Class I, II, III, or VI school district; school board or board of education; quorum; meetings; open to public

79-801 Administrative and Supervisory Certificate required of administrators and supervisors.

Policy

Adopted: 6/92

Reviewed: 6/05

**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.

It is the intent of the board to activate a sufficient number of such positions to promote the attainment of our schools' goals.

In each case, the board will approve the broad purpose and functions of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The board directs the superintendent to continuously maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

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.

Legal Reference: R.R.S.

79-594 Class II, III, IV, or VI school district; superintendent; appointment; salary; term.

79-801 Administrative and Supervisory Certificate required of administrators and supervisors.

79-805 Teachers or administrators without certificates; employment prohibited; effect.

Policy

Adopted: 6/92

Reviewed: 6/05

**Superintendent of Schools**

All aspects of the administration of the school district are delegated to the superintendent who shall carry out administrative functions in accordance with policies adopted by the board. The superintendent shall be the chief executive officer of the board and shall serve as the administrative head of all personnel, divisions, and departments of the school district. The superintendent may delegate responsibility for the operations of the school district to other personnel but shall be accountable to the board for all operations and outcomes of the school district.

The superintendent shall develop for the board's review and approval a job description for the position of superintendent of schools. 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 goal, and performance responsibilities and other factors which the superintendent, with the approval of the board, chooses to include in said job description.

The job description of the superintendent of schools shall serve the board and the superintendent as a guide in the execution of the duties of the office. The board shall conduct an annual review of the job description of the superintendent of schools and use it for performance appraisal of the board's chief executive officer.

Legal Reference: R.R.S.  
79-594 Class II, III, IV, or VI school district; superintendent; appointment; salary; term.  
79-801 Administrative and Supervisory Certificate; required of administrators and supervisors.  
79-805 Teachers or administrators without certificates; employment prohibited; effect.

Policy

Adopted: 6/92

Reviewed: 6/05

**Role of Superintendent with Other Central Office, Administrative and Supervisory Personnel**

The superintendent shall assume direct supervisory responsibilities for personnel who are classified as directors, supervisors, coordinators, consultants, chiefs, and managers. These positions may be established as central administrative and supervisory personnel positions upon the recommendations of the superintendent and the approval of the board.

The superintendent shall develop for the board's 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, and performance responsibilities and other factors which the superintendent, with the approval of the board, chooses to include in 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. The superintendent of schools shall conduct an annual review of each job description and shall submit any proposed revisions to the board for its review and action. The superintendent shall use a position holder's job description for performance appraisal.

Legal Reference: R.R.S.

79-801 Administrative and Supervisory Certificate; required of administrators and supervisors.

79-805 Teachers or administrators without certificates; employment prohibited; effect.

Policy

Adopted: 6/92

Reviewed: 6/05

**Administrative Decisions in Absence of Board Policy**

The board empowers the superintendent to act in those instances where emergency action must be taken, where the board has not provided policies to guide administrative action, and where the nature of the decision is not covered by law. In such instances, the superintendent shall inform the board of actions taken and identify the need for policy formulation. All actions taken by the superintendent as emergency actions are subject to review by the board at its next regular meeting following the superintendent's use of emergency powers.

When the superintendent or other administrators must employ emergency powers to act in the absence of board policy, the superintendent should notify the board as soon as possible of the circumstances and decisions made so the board may be kept informed of actions which occur. Such actions, and policy recommendations to guide future action, shall be placed on the agenda of the next regular meeting of the board.

Legal Reference: R.R.S.  
79-405 District; body corporate; powers; name.

Policy  
Adopted: 6/92  
Reviewed: 6/05

**Communication Systems**

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

Legal Reference: R.R.S.  
84-1409-1414 Public meetings

Policy  
Adopted: 6/92  
Reviewed: 6/05

**Review of Administrative Decisions**

The board encourages the superintendent to seek its counsel with respect to needed decisions based upon policy when the subject is controversial or emotion-laden. The superintendent is invited to discuss with the board the basis for the decision to gain the board's support whenever criticisms or objections are voiced.

The superintendent shall also establish a procedure for communicating with the board between board meetings. When necessary the superintendent will communicate with the president of the board about actions taken or the need to seek input on formulating the board agenda.

Policy

Adopted: 6/92

Revised: 7/05

**Requests for Information**

It shall be the policy of the Crete Public Schools to make documentary information available to the public on the following basis:

1. All public documents such as those which the school district is required to file with a public agency, or which it is required by law to maintain as a public record for public inspection, or any information which is disclosed to the public, shall be made available for public inspection during normal business hours. Persons inspecting such public documents are also authorized to make memoranda and abstracts from them.
2. All requests for information shall be made in writing to the Superintendent of Schools or designee. Within a reasonable period of time the superintendent or designee shall make all public documents available for inspection during normal business hours.
3. If copies of public documents are requested, the Superintendent or designee may provide them at a rate of ten (10) cents per page for standard 8 1/2 X 11 inch copies. Larger copies or specially printed matter shall be charged at the district's direct cost, including labor, materials and equipment usage. Any search time which is required shall be charged on the basis of the direct hourly cost of the employees making the search, including salary, employer's social security costs and the prorated share of any fringe benefits paid by the district.
4. Consistent with Nebraska Statute 84-712.05 the following records, unless publicly disclosed in open court, open administrative proceedings or open meetings, or disclosed by a public entity pursuant to its duties, may be withheld from the public:
  - a. Personal information in records regarding a student, prospective student or former student, other than routing directory information.
  - b. Medical records, other than records of births and deaths in any form concerning any persons.
  - c. Trade secrets, academic and scientific research which is in progress and unpublished, and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose.

**Requests for Information**

- d. Records which represent the work product of an attorney and the district which are related to preparation for litigation, labor negotiations, or claims made by or against the District or which are confidential communications as defined in Nebraska Statute 27-503.
  - e. Appraisals or appraisal information and negotiation records concerning the purchase or sale, by the district, or any interest in real or personal property, prior to completion of the purchase or sale.
  - f. Information solely pertaining to protection of the physical security of public property such as lock combinations.
  - g. Any documents or information which the district is required or allowed to keep confidential by federal or state law, rule or regulation.
5. In the event that the superintendent or designee is uncertain about whether to make a document available for inspection by a citizen of the state, he/she will seek assistance from the board of education's attorney. After consultation with the board's attorney, the superintendent or designee will decide whether or not to make the document available for public inspection by a citizen of the state. If the decision is to withhold the document, the person requesting the information will be notified, in writing, that the information will not be provided. Such notice will be given by first-class mail to the address specified in the request. The superintendent or designee shall also notify the requester of any administrative or judicial right of review under Nebraska Statute 84-712.08.
6. The secretary of the board of education or assistant secretary shall maintain a file of all letters of denial of requests for records. This file shall be made available to any person on request.

Legal Reference: Neb. Rev. Statute 84-712 et.seq.

Policy

Adopted: 6/92

Revised: 7/05

**Research, Evaluation, Planning**

The board expects the superintendent of schools to conduct long-term planning and to guide the board in policy development.

Policy  
Adopted: 6/92  
Reviewed: 6/05

**Administrators****Employment**

Administrators may be employed by the board after recommendation by the superintendent. The superintendent shall be responsible for establishing criteria and developing an orderly procedure for selecting a qualified nominee for each position.

**Duties**

Administrators shall be responsible to the superintendent or his/her designee. The specific duties of each administrator shall be determined by the superintendent.

**Administrators (Requiring Administrative Certificates)**

As employed from time to time with the discretion of the board, the certificated administrators of the district shall consist of the following:

- The Superintendent
- The Assistant Superintendent/Director of Instruction
- The Building Principals and Assistant Building Principals

and such others as may be specifically employed and designated as such by a majority of the board.

**Administrators (Not Requiring Administrative Certificate)**

As employed from time to time with the discretion of the board, the non-administrative certificated administrators of the district shall consist of the following:

- The Business Manager

and such others as may be specifically employed and designated as such by a majority of the board.

**Term of Employment**

Each administrative certificated and non-certificated administrator shall be elected to such term of employment as may be determined by a majority of the board. The contract of employment of each administrator shall be in writing.

Policy

Adopted: 6/92

Revised: 7/05

**Building Administrators - Job Description**

Building administrators shall have general supervision responsibilities for the program of education in their assigned buildings or program areas.

The superintendent shall develop for the board's review and approval a job description for each building administrative position. The job description for each position, i.e., principal or assistant principal, may include, but is not limited to, factors such as: qualifications for the position, to whom the building administrator reports, supervisory responsibilities, job goal, and performance responsibilities and other factors which the superintendent, with the approval of the board, chooses to include in said job description.

The job description for each building administrative position shall serve the superintendent and the building administrator as a guide in the execution of the duties of the position. The superintendent of schools shall conduct an annual review of each job description and shall submit any proposed revisions to the board for its review and action. The superintendent shall use a building administrator's job description for performance appraisal.

Policy

Adopted: 6/92

Reviewed: 6/05

**Supervisors - Terms of Employment/Selection**

As employed from time to time with the discretion of the board, the classified supervisor of the district shall consist of the following:

- Director of Special Programs
- Food Service Manager
- Head Custodians
- Network Manager

and such others as may be specifically employed and designated as such by a majority of the board.

**Term of Employment**

Each classified supervisor shall be employed by the board as an “at will” employee. The superintendent is authorized to hire and discharge all classified supervisors and shall notify the board when those decisions are made.

**Selection**

The superintendent shall screen and hire classified supervisors.

Policy  
Adopted: 6/92  
Revised: 7/05

**Staff Selection, In-Service, Evaluation**

It shall be the responsibility of all administrative personnel to observe state law on pre-service training in the employment of personnel to develop and administer continuous in-service programs, and to administer evaluation of all personnel accountable to their offices.

Legal Reference: R.R.S.  
79-501 School board; property; maintenance; hiring of  
superintendent, teachers, and personnel.

Policy  
Adopted: 6/92  
Reviewed: 6/05

**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 maintains the right to review and approve all nominations from the superintendent for temporary and part-time positions and to assign such duties as it deems necessary.

Policy

Adopted: 6/92

Reviewed: 6/05

**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.

Legal Reference: R.R.S.  
79-405 District; body corporate; powers; name.  
79-501 School board; property; maintenance; hiring of  
superintendent, teachers, and personnel.

Policy  
Adopted: 6/92  
Reviewed: 6/05

**Councils, Cabinets, and Committees**

The superintendent is authorized to appoint employees 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 implemented for the operations of the school system.

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

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

Principals shall have authority, with the guidance and approval of the superintendent, to appoint councils, cabinets, or committees of employees to carry out tasks related to planning and evaluating rules, regulations, and procedures implemented for the operation of the building.

Policy

Adopted: 6/92

Reviewed: 6/05

**Steering Committee**

The superintendent or designee shall be responsible for maintaining a Steering Committee representative of the district's staff. The team will assist with the communication and expertise required in order to implement the mission of the Crete Public Schools.

The primary purposes of the Steering Committee are as follows:

1. To develop and maintain the School Improvement Plan.
2. To periodically review and modify the School Improvement guidelines
3. To develop and monitor an action plan in order to achieve the School Improvement goals.
4. To provide direction and assistance for all district level committees, i.e. curriculum, professional development, technology, etc.

Rule

Approved: 6/92

Revised: 7/05

**ADMINISTRATIVE OPERATIONS**

The board will provide the superintendent with the board policies and general guidelines for the operation of the school district. These include the following:

1. The board will determine the mission and belief statement, the guidelines for determining the desired outcomes, and the policies to guide the professional staff.
2. The board will establish and adopt goals for the school system.
3. The board will establish communication channels to encourage the free and open flow of ideas and assistance among personnel at every level.
4. The board encourages the superintendent to keep abreast of and to apply the best known administrative concepts and procedures designed to best utilize the talents of all employees of the school district.

Policy

Adopted: 6/92

Revised: 7/05

**Line of Responsibility**

Each employee in the district is ultimately responsible to the board through the superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer/supervisor immediately in charge of the area in which the problem arises.

Administrative officers/supervisors shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer/supervisor to the next higher authority and through appropriate successive steps to the board.

The superintendent will provide the board with a line of responsibility chart and update the chart as needed.

Policy

Adopted: 6/92

Revised: 7/05

**Line of Primary Responsibility**

The organization chart shows lines of primary responsibility. Communication and cooperation which characterize our schools are in some ways more important than the lines of primary responsibility shown on the chart.

**General Operations**

All school operations will be carried out in accordance with the policies established by the board and in accordance with the administrative regulations established for the entire school system.

**Instructional Program**

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services which are provided by special personnel in each school will be brought into the life of each child in a manner determined by the classroom teachers and principals of each school in consultation with special personnel.

All classroom teachers, all instructional personnel, and all special non-instructional personnel in each school will be primarily responsible to the principal of that school. Special personnel who work in more than one school will be responsible to the principal of the school in which they are working at a particular time.

**Elementary and Secondary Schools**

School principals are responsible directly to the Superintendent indicated by the organization chart. Principals will assist in the resolution of any problems arising from the overlapping in the assignment of functions of personnel working at both the elementary and secondary school levels, insofar as those duties affect individual schools.

Policy

Adopted: 6/92

Reviewed: 6/05

**Organization Chart**

The superintendent will annually provide the board with an organization chart. The superintendent will inform the board when any changes are made in the organizational chart.

Policy  
Adopted: 6/92  
Revised: 7/05