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# **ADMINISTRATION**

## 2.1—DUTIES OF THE SUPERINTENDENT

The Superintendent, as the chief executive officer of the Board and the school system, shall be the administrative head of all departments in the District. The Superintendent shall be responsible to the Mountainburg Board of Education for administering the school system according to the mandates of the laws, Arkansas Department of Education, other agencies of jurisdiction, and policies governing school operations. While the Superintendent may delegate his/her duties when and where necessary and appropriate, he/she shall be responsible to the Board for the results of those duties delegated.

The Superintendent shall be the Ex officio financial secretary as provided for in A.C.A. § 6-17-918(a).

Some of the Superintendent's duties include:\*

- 1) Implementing the policies of the Board;
- 2) Being responsible for the planning and implementation of an educational program in accordance with State and Federal requirements and the needs of the District;
- 3) Reporting to the Board concerning the status of the educational program, personnel, and operations, and making recommendations for improving instruction, activities, services, and facilities;
- 4) Acting as a liaison between the Board and school personnel;
- 5) Making recommendations to the Board concerning personnel employment, discipline, and termination;
- 6) Communicating the District's vision and mission to staff, students, parents, and the community;
- 7) Being responsible for the development of short- and long-term goals for the District;
- 8) Preparing and presenting an annual budget for the District to the Board for its consideration;
- 9) Administering the District's budget and regularly reporting to the Board on the financial condition of the District;
- 10) Attending and participating in all meetings of the Board except when his employment is being considered;
- 11) Preparing, in consultation with the Board President, the agenda for all Board meetings;
- 12) Being responsible for the planning and implementation of an effective personnel evaluation system that is aligned with the goals of the District; and
- 13) Maintaining a current knowledge of developments in curriculum and instruction, as well as pertinent legal changes, and advising the professional staff and Board of such information.

*\* These duties and responsibilities may be amended by your district as needed.*

Date Adopted: 10-22-18

Last Revised: 10-22-18

## **2.2—SUPERINTENDENT COMPENSATION**

The salary and employment benefits of the Superintendent shall be determined by the Board. This includes such benefits as insurance, transportation allowances, annual vacations, holidays, and any other entitlements as deemed appropriate.

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## **2.3—SUPERINTENDENT ATTENDANCE AT SCHOOL BOARD TRAINING CONFERENCES**

The Mountainburg School District Board of Directors recognizes the District benefits from the superintendent and the members of the Board of Directors jointly attending school board member training conferences. The joint attendance provides an opportunity for the superintendent and members of the Board of Directors to develop their working relationship in a less formal setting and allows the superintendent and members of the Board of Directors to jointly build upon the training received. These benefits are even more evident when the superintendent is new to the District.

In recognition of these benefits, the Board of Directors authorizes the Mountainburg School District to cover the costs associated with the current superintendent or the individual who has a signed superintendent contract with the Mountainburg School District for the upcoming school year to jointly attend school board training conferences with the members of the Board of Directors.

Date Adopted: 10-22-18

Last Revised: 10-22-18

## **2.4-SUPERINTENDENT'S RESPONSIBILITIES FOR DISTRICT SECURITY (MPS)**

The school board for the Mountainburg School District recognizes that in order to provide its students and staff with some protection from an active shooter situation, or other life-threatening situations, appropriate actions must be taken to prevent, or mitigate the horrific damage that can result from such events. In order to meet this challenge, the board is directing the superintendent to have the security of the physical plant reviewed periodically and to implement any viable recommendations that may arrive from these reviews.

The superintendent is authorized to create and maintain an Emergency Response Team, (ERT). This will require the superintendent to file the necessary paperwork, required by the Arkansas State Police, for the establishment of a School Security Department.

The ERT will consist of multiple individuals from each campus, and can include individuals from both certified and classified positions. ERT members must be district employees. ERT membership will be on a voluntary basis. ERT members must be mentally ready and willing to meet the demanding challenges that are presented if an active shooter situation or other similar emergency should ever arise at Mountainburg Public Schools.

Prior to being named to the team, each volunteering employee will be carefully screened by the superintendent, and will be psychologically tested with a valid instrument. When these hurdles are met, the qualifying employee will then be rigorously trained, and properly equipped. The initial training will require that each member completes the necessary requirements to become a Commissioned School Security Officer, (CSSO) as established by the Arkansas State Legislature, and as administered by the Arkansas State Police.

The superintendent will secure the necessary training opportunities for the ERT members to maintain their commissions. The superintendent has the authority to remove any member at any time from the ERT without cause.

All ERT members will be required to participate in a random drug-screening program. If at any time a member believes they can no longer meet the requirements to be a member of the ERT, they can resign the position with no questions or statements being required by the administration. Serving on, resigning from, or declining to serve on the ERT will have no bearing on the regular employment contract of the district employee.

All equipment provided to ERT members by the district or any associated grant is the property of the district and must be properly maintained, secured, and returned in accordance with the procedures established by the superintendent. The superintendent is directed to seek input from local law enforcement agencies with the development of the ERT and with ongoing reviews of the ERT and its associated procedures. The superintendent is also directed to seek cooperative training exercises for the ERT with local law enforcement agencies.

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