

District Administrator

Policy 231

He/She shall be the chief administrative executive officer of the Board of Education and shall have general supervision over all of the employed personnel, the school building, and grounds, and the public school pupils.

He/She shall be empowered to make emergency decisions, subject to later confirmation by the Board of Education.

He/She shall make and enforce such regulations for the operation of the school as may be in the interest of the school district, subject to review by the Board of Education.

He/She shall attend all meetings of the Board of Education, except at such time as his contract or salary is under consideration.

He/She shall have the right to speak on all matters, but not the right to vote.

He/She shall make all recommendations to the Board concerning the staff in respect to salary, promotion, reassignment, retention and election dismissal.

He/She shall cause all records essential to the operation of the school to be maintained, and delegate such special duties as may be necessary to other members of the staff for the proper keeping of such records.

He/She shall make temporary appointments to fill vacancies caused by sickness, absence, etc., of any school employee.

He/She shall keep himself informed on current educational practices throughout the state and in other school systems.

He/She shall attend, subject to the approval of the Board of Education, such national, state and other professional meetings necessary to keep him/her informed on good educational methods.

He/She shall have authority to purchase, or authorize to be purchased, such books, supplies, and equipment as may be required for the operation of the school, and such items as are approved by the Board of Education in the formal budget adoption for the year. Unallocated funds within the budget shall be approved by the Board prior to expenditure.

He/She shall be the medium of contact between the Board of Education and all school employees. In the event of conflict of judgment or interest he/she may, upon his/her own initiative, or at the request of an employee, place requests for hearing on the agenda of the Board at regular or special meetings.

He/She shall recommend to the Board of Education immediate and long-range building, equipment, and instructional programs in order that effective programs of instruction may be developed.

He/She will be available for conference and audience by staff, pupils and parents relative to matters of a personal or confidential nature.

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He/She may suspend any pupil according to Statute, for gross misconduct, disobedience, truancy, or habit. Proper notice shall be given to the parents for the cause and every effort will be made to secure future understanding and compliance on the part of the offender.

He/She shall prepare and submit to the Board of Education for consideration the annual budget.

He/She shall have the responsibility for the general supervision of construction or alteration programs of the school district.

He/She shall have the authority to appoint persons or committees to aid him/her in an advisory capacity in the discharge of his/her responsibilities

He/She shall be responsible for the development, maintenance, and operation of a constructive program of in-service training and education for all employees of the school system, and for this service shall have power under budget control to employ lecturers, grant temporary leaves from work, and develop professional library facilities.