

III. Superintendent

A. Qualifications: The superintendent shall meet the minimum requirements set forth by the Department of Public Instruction for the administrative credentials:

1. Be a holder of a first grade Professional Certificate which validates him to teach in the elementary or secondary schools.
2. Possess the Master's Degree in School Administration.
3. Have had 4 years of successful experience in teaching and supervision. Other qualifications may be determined by the School Board.

B. Terms of Employment: Twelve-month contract. Salary negotiated annually with the Board.

C. Evaluation: Twice annually, once prior to December 15, once prior to March 15, unless employed as superintendent for at least three years, in which case once annually prior to March 15 will suffice.

D. Legal Responsibilities: As stated in NDCC 15-38-01 Superintendent of Schools--Power and Duties.

B. Specifics of Responsibilities

A. General Administration: The superintendent shall exhibit the administrative leadership necessary to provide continued improvement in all phases of the educational program of our school district. That leadership includes:

1. Providing general leadership.
2. Showing an interest in children.
3. Showing good judgment and common sense.
4. Demonstrating adaptability and flexibility when necessary.
5. Developing and selling ideas to board, staff, and community.
6. Working to improve the educational programs.
7. Working cooperatively with the board, staff, and community members.

B. Executive Ability: The superintendent shall provide the executive leadership necessary to direct the school system and to provide a sense of direction for the board, staff, and community. He must:

1. Delegate responsibility and authority when appropriate.
2. Anticipate and dissipate potential problems before trouble occurs.
3. Work under pressure.
4. Prioritize work appropriately.
5. Solve problems on a timely base.
6. Make tough decisions as needed in a timely diplomatic manner.
7. Be able to comply with regulatory measures.
8. Accept responsibility.

C. Board Relations, Executive Officer: The superintendent shall act as the executive officer of the school board. The superintendent shall have the authority to act in behalf of the board in matters needing immediate attention subject to later approval by the school board. He must:

1. Prepare the agenda for the monthly board meetings.
2. Prepare and code the bills for the monthly board meetings.
3. Prepare reports and materials requested by the board.
4. Make recommendations to the board requiring their decisions and provide related information.
5. Secure proper legal interpretation of the law to aid the board in making decisions.
6. Advise the board on development and revision of Montpelier School Policy.
7. Implement board actions and policies.
8. Keep the board informed about operations.

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9. Inform the board about important events or serious problems as soon as possible.

D. Personnel Management: The superintendent shall be in charge of all school personnel, certified or uncertified, and shall be responsible for administering all personnel related issues. These include:

1. Employing personnel with school board approval.
2. Administrating personnel policies and procedures.
3. Administrating the required evaluations of each teacher in the school each year. The major objective of these observations will be to improve instruction.
4. Pursuing better personnel relations.
5. Administering salary, wages, and benefit programs.
6. Recommending for employment, promotion, salary changes, or dismissal, the personnel of the district.
7. Holding employees accountable for their work.
8. Suspends or terminates employment of any classified employee for just cause and reports such termination or suspension to Board at the next meeting.
9. Approving leave schedule of salaried employees.
10. Being involved in negotiations to the extent the board directs the superintendent to be involved.
11. Holding regular staff meetings.

E. Curriculum and Instructional Management: The superintendent shall direct the work of his professional staff in the evaluation of the curriculum, and make recommendations based on student and community needs. The superintendent is responsible for instructional management and staff development. He must:

1. Initiate, modify, and discontinue programs on the basis of student needs.
2. Direct evaluation and assess effectiveness of instructional programs.
3. Utilize staff and resource persons to determine curriculum needs.
4. Keep current with trends and developments in curriculum and instruction and use them to determine recommendations for change.
5. Plan and direct in service and staff development.
6. Manage state and federal programs and projects.

F. Community Public Relations: The superintendent shall conduct a regular and on-going public relations program with the community, interpreting the aims and objectives of the school on meeting the educational needs of the young people. The superintendent shall call on all school personnel to assist in the public relations program. He must:

1. Be public relations oriented in his actions within the community.
2. Encourage the staff to promote interaction with the community.
3. Respond to the concerns of the community.
4. Interpret district education programs, problems, and concerns to community.
5. Promote positive aspects of school community relations.
6. Be forthright in communicating with the public.
7. Represent the school district at all appropriate public and private functions such as the State Legislature, meetings of school district and cooperatives of special education units, the State Department of Public Instruction, etc.

G. Management of Student Services: The superintendent shall develop, administer, and supervise a comprehensive program of student services. He shall:

1. Administer attendance and discipline policies.
2. Supervise or provide for supervision of all extra-curricular activities.
3. Have student self-worth as a high priority item.
4. Administer counseling and guidance programs.
5. Prescribe rules for classification and advancement of students.
6. Administer food services.
7. Administer transportation services, including community use.

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H. Business and Fiscal Management: The superintendent shall be responsible for all financial matters of the school district including general money management and anything related to the school district budget. He shall:

1. Prepare a preliminary budget by the February meeting. He shall make any necessary changes and recommendations to the Board for their approval at the July meeting. The superintendent will be required to make a presentation with his reasons for the increase or decrease in each line item of the budget.
2. Keep a record of encumbered expenditures in each line item so that the school board will be able to see approximately how much money is being spent each month. The monthly report will list the amount ordered to date in certain line items of the budget.
3. Approve expenditures in a conservative manner.
4. Prioritize expenditures in relation to mandated requirements and their effect on instructional needs.
5. Make the normal purchases of textbooks, library books, teaching supplies, janitor supplies, classroom equipment and other necessities as required, but shall be sure that all purchases are within the amount provided in the budget. Any unusual or special needs shall be discussed with the school board before the order is placed.
6. Be aware of and attempt to secure funds outside normal channels of school financing.
7. Administer the general and activity accounts.
8. Cooperate with the business manager in providing a variety of fiscal reports.
9. File or cause to be filed all reports required by other agencies.
10. Implement appropriate procedures and controls to pass state audit.

I. Facilities Management: The superintendent is responsible for planning, managing, utilizing, and maintaining the school facilities. He must:

1. Manage the maintenance and construction of buildings and developments of land on which buildings are located.
2. Plan, supervise, and secure district property necessary for the educational program and update inventories annually.
3. Provide suitable instructions and regulations governing the use and care of school properties.
4. Supervise safety programs, including regular fire and tornado drills.
5. Manage the utilization and rental of buildings.

J. Comprehensive Planning: The superintendent shall develop, implement, and evaluate the district's needs and goals. This includes:

1. Encouraging and guiding the board in development of long-term plans.
2. Helping the board develop and implement a comprehensive planning process.
3. Planning the school calendar for the next school year for approval at the April board meeting.
4. Carrying out the board approved plans and evaluating the results.

Amended: 05/14/2014