

ARTICLE 2**ADMINISTRATION****SERIES 2000**

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AdministrationConcept and Roles in Administration

The administration of this school system is responsible for the direction, coordination and control of students and staff in their efforts to reach educational goals adopted by the board (~~see 6120~~) within the guidelines established by board policy, law and employee agreements.

Functional Principle of Administration

- A) The organization of the school staff shall be unified and directed by a single executive head – the Superintendent of Schools.

The Superintendent of Schools shall be the chief executive officer of the Kearney Public Schools. As chief executive officer of the Kearney Public Schools, the Superintendent shall have general oversight of the school system. The Superintendent shall be responsible for the efficient operation of the system in all its divisions. The Superintendent shall also exercise those duties which are mandated by the statutes and those which are specifically designated in the Policies and Regulations of the Kearney Public Schools as duties of the Superintendent.

- B) Staff organization shall be based upon a functional analysis of the services to be rendered by the school system.
- C) The Board of Education recognizes the following services or functions within the school system:
1. Policy making and legislation – functions of the Board of Education carried on with the aid of the Superintendent of Schools.
 2. Administration – a function of the administrators on all levels of the school system, unified and coordinated through the office of the Superintendent of Schools.
 3. Instruction – a service performed by teachers, counselors and librarians aided by administrative and certificated employees and their assistants.
 4. Plant operation, maintenance, construction, and transportation – functions under the direction of the Superintendent of Schools and his designee.
 5. Business affairs, to include accounting, secretarial, and clerical – services performed by secretaries, clerks, accountants, and others under the direction of the Superintendent of Schools.
- D) All administrators will be members of the leadership council, are expected to function as an effective administrative team, and shall be called upon from time to time to make reports to the board of education

Legal Reference: 79-549
79-590

Board of education; control pupils
entitled to attend schools
Board of education; selection of officers;
rules and regulations; compensation

Policy adopted: 8/14/17

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA

Administration

Policy and Rule System

The superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board, the bylaws adopted by the board, and the rules of the administration. The board policies, the board bylaws, and the administrative rules shall be published in a manual, maintained in current condition and made available to all persons concerned, including the board, staff and the community.

Policies

Policies are statements of intent which are adopted by the board of education. They serve as guides to the administration in the development and implementation of rules for operating the district.

The superintendent leads the policy-making process, by recognizing the need for specific policies and giving the board proposed policy statements for consideration, modification and adoption.

Rules

The superintendent shall specify the detailed arrangement under which the schools are to be operated. These rules and procedures are to be placed in the district policies and rules manual. -Rules may be presented to the board if required by federal or state law. Administrative rules must be consistent with the policies adopted by the board of education.

The superintendent is responsible for development and implementation of the district rules involving staff members in development of rules in order to make certain that each rule is complete, efficient, sufficient to the need, consistent with adopted board policy, and capable of full implementation.

Bylaws

Bylaws are the rules governing the internal operations of the board of education. When need for a new bylaw, or modification of an existing bylaw is recognized, the superintendent will be directed to develop and present the board with an effective new or modified bylaw for consideration, modification, if necessary, and adoption. The same procedure used for development of policies shall be used for development of bylaws.

Administration

Administrative Staff Organization

The superintendent shall organize the staff of the school district in a manner best suited to achieve its purposes. The board of education prefers a structure which establishes the superintendent as a unitary executive responsible to the board of education, with line of primary responsibility for all other employees clearly identified. There should, in addition, be provision for representative and deliberative groups of employees, students and community whose main functions shall be to assist in (1) problem identification, (2) providing input, and (3) making recommendations.

Election of Administrative Personnel

All administrative positions shall be authorized by the board of education upon the recommendation of the superintendent of schools. All administrators shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the superintendent of schools. Unless otherwise indicated, administrators are assigned, supervised, and evaluated by the superintendent of schools

The rehiring and compensation package (salary/benefits) for the Superintendent will be considered at the regular December meeting of the Board of Education. The rehiring and compensation package (salary/benefits) for the principals will be acted upon by the Board of Education on or before April 15 of each year. The dates for action are subject to modification at the discretion of the Board of Education.

Administration

Line of Authority

Each teacher or other employee of the School District shall be under the general direction of the Superintendent, but shall be under the immediate supervision of the building Principal or other designated supervisor.

The Principalship

1. The elementary and secondary schools shall be under the direct administrative and supervisory control of the designated principals.
2. Principals shall perform all duties pertaining to their positions under the immediate supervision of the Superintendent.

AdministrationJob Descriptions

The superintendent shall provide for the preparation and maintenance of job descriptions for categories of employees, according to acceptable personnel practice.

It is important for structured decision making that the job description for each position be descriptive of the actual functions of the position. The board shall have final approval of job descriptions.

Central office personnel job descriptions will be included in the manual. All other job descriptions will be in a separate job description manual.

AdministrationQualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in education supervision and administration from an accredited or approved college or university and have a current Administrative and Supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: 79-501

District board; care and custody; hiring of superintendent, teachers and personnel

Policy adopted: 8/14/17

KEARNEY PUBLIC SCHOOLS
KEARNEY, NEBRASKA

Administration

Administrative Action in Absence of Policy

If a situation demanding a decision is not covered by an existing law, policy, or by regulations, the Superintendent or the Superintendent's designee is empowered to make the decision deemed best in the Superintendent's or the Superintendent's designee's professional judgment.

Decisions made in the absence of needed policy shall be reported to the Board and the Superintendent shall develop recommended policy to deal with similar matters in the future.

Administrative Actions in Emergencies

In any crises or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The superintendent of schools will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the superintendent of schools advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the superintendent of schools will, in no particular order:

1. Alert board members.
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules.
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, insurance representatives). All administrators will maintain an accessible, emergency phone list.
4. Notify students, staff, and patrons via appropriate media.

Inclement Weather: In the event of bad weather, or other circumstance in which the safety of students would be endangered by attending school, the superintendent of schools will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily all after-school activities will be canceled. Any decision to the contrary must have the superintendent of school's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the superintendent of schools shall inform appropriate television and radio stations and request that they make the appropriate announcement to the local media. The board of education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, Gas Leaks: Principals shall keep current drill and evacuation plans, to include alternate location/s, and publish them in staff and student handbooks. Teachers will post said plans in their classrooms and educate students on their implementation.

Student or Staff Deaths: When notice is received of a student or staff death, the involved administrators will inform and consult with the superintendent of schools. Ordinarily school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a crisis intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Administration

Code of Ethics

The board approves the ethics guidelines for administrators as follows:

The educational administrator:

1. Makes the well-being of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of individuals.
4. Obeys local, state and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the governing board of education's policies and administrative rules.
6. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
7. Seeks academic degrees or professional certification only from duly accredited institutions.
8. Maintains the standards and promotes the effectiveness of the profession through research and continuing professional development.
9. Honors all contracts until fulfillment or release.

Administration

Evaluation Certificated Administrative Personnel

1. Objectives

The Board recognizes that the roles of a school superintendent, principal, assistant principal, and other certificated administrative personnel of the School District (hereinafter collectively referred to as "Administrators") are varied and complex requiring an appraisal process that accurately measures performance and provides support for the continued growth and improvement of the Administrator. The general job description and an evaluation instrument with performance standards for each administrative position shall be promulgated under the direction of the Superintendent of Schools and approved by the Board of Education, and provided to the affected Administrator. The appraisal process for each Administrator and administrative position shall serve these purposes:

- a. To raise the quality of administration and educational service to the children of our community.
- b. Clarify for the Administrators their respective role in the school system as seen by the Board.
- c. Clarify for all Board members the role of the administration and the immediate priorities among each Administrator's responsibilities.
- d. Develop harmonious working relationships between the Board and administrative supervisors and each Administrator.
- e. Aid the individual Administrator to grow professionally.

The evaluation of administrative performance is intended to be a cooperative and continuing process designed to improve the quality of the educational program.

2. General Procedures

The formal Administrator appraisal is based primarily upon the procedures and processes defined below. The procedures provide for a consistent and equitable appraisal of important aspects of the Administrator's duties and responsibilities. They do not, however, specifically include the total range of expectations of the effective performance of the administrative duties of each administrative position or the Administrator assigned to such position. As a result, additional data and information related to the respective administrative role may be utilized to generate a comprehensive appraisal.

3. Appraisal Cycle

Administrators with three or fewer years of administrative experience in the District will be observed and evaluated at least once each semester, except the Superintendent, who shall be observed and evaluated by the Board of Education once each semester in the first contract year of employment, and once per year each contract year thereafter. Administrators with more than three years of administrative experience in the District will be evaluated at least once each school year. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the Administrator or in the discretion of the appraiser.

The appraisal cycle and appraisal process for a permanent Administrator is intended for the direction of the responsible appraiser. A failure to complete evaluations within the designated cycle or in the manner directed by this policy shall not give the permanent Administrator rights, but may be addressed in evaluating the responsible appraiser's performance.

The entire instructional period for Administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an Administrator's work for no less than fifty (50) minutes (cumulative) during the time periods being evaluated.

4. Appraisal Process

The appraisal process is the responsibility of the Administrator and the Administrator's immediate supervisor as determined by the Board of Education and/or the Superintendent of Schools, provided that the supervisor of the Superintendent shall be the Board of Education. In the event the responsible appraiser has not initiated the appraisal process within the time or in the manner required, the Principal has the responsibility to timely notify the responsible appraiser.

Performance standard categories set forth in the evaluation instrument for each administrative position, as adopted and amended from time-to-time, shall serve as the basis for the informal job-target-based formative appraisal and the formal summative appraisal. During the formal summative appraisal, data is collected as required to provide a basis for appraising the performance categories. Data collection may include, but is not limited to, surveys (formal or informal information gathering from staff, students, parents, community members, and other Administrators), statistics received by routine reports; statistics generated by reports specifically designed for the appraisal; review of sample written materials of the Administrator (such as, for example, a Principal's evaluations of teachers) and observations of performance. The Administrator may be assigned responsibility to assist with data collection and shall have the duty to provide such assistance as is requested.

The collected data along with the professional opinions of the responsible appraiser shall serve as the basis for the final appraisal report.

5. Final Formal Summative Evaluation

The appraisal process culminates in a final formal summative evaluation. The final formal summative evaluation consists of a rating of each performance category identified in the evaluation instrument, identification of whether the Administrator's performance meets or does not meet district standards of performance, a list of deficiencies in the Administrator's performance, suggestions and plans for improvement to assist the Administrator in overcoming such deficiencies, and follow-up evaluations as appropriate in order to correct performance below district standards. As a professional, the Administrator may be assigned responsibility to provide suggestions for improvement plans or similar job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, the Administrator shall have the duty to comply with such plans. The Administrator is expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the appraiser.

AdministrationStaff Handbooks

The Superintendent shall have the authority to establish staff handbooks. The handbooks may define the duties of all school employees; define responsibilities, duties and policies concerning the relation of personnel to the administration, the community and the students; shall list the responsibilities of the administration to the staff together with staff welfare measures; shall list general policies pertaining to students and may contain other information that the superintendent deems relevant. Staff handbooks shall, when approved by the Board, have the effect of Board policy and control over any conflicting Board policy adopted prior to the staff handbook in the event of a direct conflict.

All staff may be furnished or be provided access to a handbook at the beginning of each school year. Should a circumstance present itself that is not covered by the provisions of the staff handbook applicable to a specific employee, reference should be made to Board policy.