

AdministrationDuties of Other Administrator (except the Superintendent and Principal)

1. General Duties
  - a. The Administrator shall perform such duties as are assigned by his/her immediate supervisor, the Board, and the Superintendent.
  - b. The Administrator is responsible for a thorough knowledge of all Board policies, laws, regulations, and instructions governing the Administrator's position.
  - c. The Administrator shall handle complaints from patrons or parents, which affect the school, investigate the same, refer to the Superintendent all cases, which the Administrator can not adjust satisfactorily with his/her immediate supervisor, and comply with the grievance and complaint policies established by the Board of Education and the Superintendent.
  - d. The Administrator is responsible for the efficiency of the teachers and other staff members under the Administrator's supervision, and shall evaluate them in accordance with established procedures as may be defined by the Board of Education and the Superintendent.
  - e. A job description for Other Administrators will be adopted from time to time by the Board of Education, which the Administrator shall be expected to adhere to.
  
2. Responsibility and Authority
  - a. The Administrator is directly responsible to his/her immediate supervisor and the Superintendent.
  - b. The Administrator is the supervisor of all professional and support staff members designated by his/her immediate supervisor or the Superintendent.
  
3. Specific Duties
  - a. Attend Board of Education meetings, at the request of the Superintendent or Board President.
  - b. Participate as a member of the administrative team, with involvement in matters including, but not limited to:
    - i. Evaluation of the curriculum
    - ii. Supervision of buildings and grounds maintenance
    - iii. Creation (& updating) of job descriptions for all positions
    - iv. Analysis of achievement test data
    - v. Supervision of co-curricular activities
  - c. Review staff members' requisitions and make recommendations to the Superintendent, as designated by his/her immediate supervisor.
  - d. As designated by his/her immediate supervisor, maintain records, issue reports, send communications, and write documents including the following:
    - i. Class enrollment
    - ii. Class schedule

- iii. Student records: grades, attendance, test data, health, discipline, accident, and cumulative files
- iv. Property accounting and inventory
- v. Curriculum handbook - teacher handbook, classified staff handbook, student handbook
- vi. Semester and yearly plans
- vii. Evaluations data, staff evaluations, personal improvement plans
- viii. Weekly/monthly bulletins to parents
- ix. Daily bulletins to students and teachers
- e. Conduct teacher performance appraisal per Board Policies and State Law.
- f. Evaluate designated support staff in writing once per year.

4. Organizational Expectations and Performance Standards

- a. Leadership and management:
  - i. Establishes clear and appropriate professional and personal goals
  - ii. Demonstrates initiative and alternative approaches to problem solving
  - iii. Exhibits competence in planning and organizing
  - iv. Is effective in implementation and follow-through
  - v. Provides for effective motivational techniques
  - vi. Delegates authority appropriately and effectively.
- b. Communication:
  - i. Encourages and initiates communication in problem solving
  - ii. Communicates clearly and thoroughly, both verbally and in writing
  - iii. Shows communicative adaptability to pupils, staff, parents, and public.
- c. Decision making:
  - i. Involves those to be affected in the decision-making process
  - ii. Collects adequate information before making decisions
  - iii. Uses reliable sources of information
  - iv. Does not delay important decisions nor allow pressure to cause hasty decisions
  - v. Explains reasons for decisions to persons affected.
- d. Responsiveness to others:
  - i. Exhibits openness and humaneness in dealing with others
  - ii. Reacts to mistakes with patience
  - iii. Counsels individuals in private
  - iv. Open-minded and friendly, in meeting situations
  - v. Steady and even-tempered when faced with criticism
  - vi. Cooperates well with colleagues
  - vii. Recognizes achievements of students and staff
  - viii. Is an active listener.
- e. Development and maintenance of effective educational conditions:
  - i. Requires school programs to reflect sound, research-based practices consistent with adopted instructional programs and philosophy
  - ii. Develops and executes plans to monitor and evaluate the effectiveness of programs and the accomplishment of organizational goals
  - iii. Encourages enthusiasm for learning and teaching

- iv. Provides for a cooperative feeling among students and staff
- f. Contribution to district cohesiveness:
  - i. Provides effective interpretation and implementation of Board policies and administrative regulations and assumes initiative for suggesting necessary or desirable changes
  - ii. Contributes to the development of sound administrative consensus and supports the implementation of such consensus
  - iii. Expresses concerns regarding individual administrative decisions directly to the person responsible
  - iv. Shares current literature and research, helpful ideas, and highlights of meetings attended with colleagues
  - v. Is prompt in providing support necessary to the completion of others tasks
  - vi. Appreciates and draws upon the expertise of other administrators
  - vii. Recognizes and contributes to organizational goals;
- g. Staff development and professional growth:
  - i. Establishes clear performance expectations
  - ii. Assists staff members in setting and reaching goals
  - iii. Uses the evaluation program effectively, involves resource persons appropriately
  - iv. Observes in classrooms on a regular basis
  - v. Identifies areas of strength as well as areas of deficiency
  - vi. Encourages the professional growth of all staff.
- h. Professional knowledge:
  - i. Exhibits awareness of sound educational practice
  - ii. Shows alertness to new knowledge that might benefit students or staff
  - iii. Keeps current with educational literature and research
  - iv. Participates in professional organizations and activities.
- i. Student relations:
  - i. Maintains positive school climate
  - ii. Exhibits concern for individual pupils' welfare
  - iii. Encourages appropriate activities to help pupils develop self-discipline and leadership skills
  - iv. Effectively handles student disciplinary problems.
- j. Community relations:
  - i. Exhibits awareness of the main concerns of the school community
  - ii. Is sensitive to the educational goals and special needs of the community and its component groups
  - iii. Establishes avenues for dialog between school and community
  - iv. Is effective in interpreting school programs to the community.

## 5. Conditions of Employment

Except as may be otherwise established by the Board:

- a. Regular, dependable attendance is an essential function of the position.

- b. Work days shall include all week days from July 1 through June 30, exclusive of holidays and scheduled school vacations.
- c. On student days, work hours shall be a minimum of 8 1/2 hours per day, which shall overlap with the regular school hours.
- d. On non-student days, work hours shall be a minimum of 8 hours per day.
- e. Days that school is canceled, delayed, or dismissed early because of inclement weather are considered workdays for the Administrator. If the Administrator prefers not to work on one of these days, the Administrator will contact the Superintendent and request a personal day (or non-contract day, if no personal days are available).
- f. Any Administrator called for jury duty during working hours shall be provided such time. Any fees or remuneration the Administrator receives during such leave shall be paid to the Plattsmouth Community School District, not to exceed the Administrator's per diem salary for each day of jury duty.
- g. Administrators should not expect to take paid Extra Duty positions of any kind. Volunteering may be allowed on a part-time basis, so long as it does not interfere with the Administrator's duties. Prior approval from the Superintendent is required for volunteering to assist with Extra Duties.
- h. Professional leave and other leaves shall be arranged with the Superintendent in accordance with such reporting procedures that the Superintendent may establish.

i. **HEALTH**

New Administrator

A new Administrator may be required to take a physical examination, including a check for tuberculosis, to provide evidence of physical fitness to perform assigned duties. Such evidence shall be a statement from a licensed physician submitted on or before the first working day of the contract year.

Triennial Physical

After initial employment, the Administrator may be required to have a physical examination every three (3) years to provide evidence of physical fitness including a check for tuberculosis. The Board of Education will cover the co-pay amount related to the administrator's physical. The Administrator shall submit a receipt showing the co-pay amount to be reimbursed. Such evidence shall be limited to a statement from a licensed physician submitted on or before the first working day of the contract year.

Other Examinations

Subsequent physical examinations may be required if the Board determines there may be a question as to the Administrator's physical ability to perform his/her duties. In such case, the Board will specify the type of examination and the physician and will pay for the examination in full.

- j. The Board, at the request of the Administrator, and in accordance with the Internal Revenue Code and the Code of Nebraska, shall withhold and transfer an amount of salary each month, said amount to be determined by the Administrator, permitting the Administrator to participate in a tax-deferred annuity program. The Administrator

must use vendors that are on the District's list of approved vendors and in accordance with the plan administration.

See: 2310A Other Administrator Job Description

Date of Adoption: January 9, 2006

Reviewed: Mar. 12, 2007, Dec. 8, 2008, Dec. 14, 2009, Dec. 13, 2010, Nov. 14, 2011, Dec. 10, 2012, Dec. 9, 2013, Dec. 8, 2014, Dec. 14, 2015, Dec. 12, 2016, Dec. 11, 2017, Dec. 10, 2018, Feb. 10, 2020, Feb. 8, 2021, Jan. 10, 2022, Jan. 9, 2023, Feb. 12, 2024