

4025

Superintendent

The Board of Education will select at any regular meeting one Superintendent of public instruction with such salary as the board deems appropriate, and may enter into contract with them at its discretion, for a term not to exceed three years.

The Superintendent is hired by and shall report directly to the board of education. All school employees shall be under the direct and/or delegated supervision of the Superintendent. All of the grounds and buildings are supervised by the Superintendent. They shall, at their discretion, make the board aware of any needed repairs and improvements. The board of education delegates to the Superintendent the power and authority to make necessary corrections and decisions on all matters concerning the running of the school. The board will review all such rulings, corrections, decisions and such at regular or special board meetings.

The Superintendent is the chief administrative officer of the board of education. They are subject to the policies and action of the Board of Education. They shall assume full responsibility for the operations of the entire school system, administering its operation within the framework of policy and goals established by the Board of Education.

The Superintendent shall advise and solicit input from the Board of Education on educational matters and recommend changes for the continued improvement of the school system. The Superintendent shall also make recommendations to the Board of Education regarding rules, regulations, and policies that are to govern the operation and management of the schools.

The Superintendent will perform all duties incumbent upon him/her by statute of the State of Nebraska and/or any other enacted laws.

The Superintendent or their designee shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees. They shall assign, direct, and supervise the work of all employees. They shall maintain personnel records for all employees of the school system and shall cause the services of the employees to be evaluated periodically. They shall recommend the continuance or termination for all certificated employees.

The Superintendent shall represent the Ralston Public Schools within the community and be responsible for keeping the public informed regarding issues related to the Ralston Public Schools.

The Superintendent or their designee is charged with presenting an annual school budget to meet necessary statutory deadlines, and this budget shall be subject to the approval of the board of education at the annual budget hearing and annual meeting. In conjunction with this budget preparation, the Superintendent is charged with implementing the budget and shall be authorized to make all purchases they deem necessary after the board of education approve the budget at the budget hearing. The Superintendent or their designee shall present all of the bills to the board of education and handle all monies in the activity accounts, as well as the lunch account. They shall supervise the bookkeeping of the accounts and shall sign all the checks

and will have the final approval of how the money is spent. They shall be bonded and this bond will be provided by the school district. The Superintendent shall, monthly, provide a balance sheet showing each activity account.

The Superintendent shall be in a position of approving all school activities, and they may delegate this authority to the directors, principals, teachers, sponsors, etc. Such activities shall include, but not be limited to, the schedule, the closing of school, non-school activities (with board approval), calendars, and media releases.

The Superintendent may delegate their responsibilities to other members of the staff.

Other duties of the Superintendent include, but are not limited to:

- Maintain high standards of student conduct and enforce discipline as
- necessary, according due process to the rights of students.
- Develop and implement in-service training of teachers, with special
- responsibility for staff administrative procedures and instruction.
- Prepare a school calendar for board adoption.
- Recommend changes in board policy.
- Be responsible for implementation of board policy.
- Serve as vocational director.
- Serve as transportation director.
- Enforce the negotiated agreement.
- Supervise the lunch program.
- Supervise the teaching staff and evaluation.
- Supervise the guidance program.
- Supervise extra-curricular activities.

Adopted on: July 25, 2016

Revised on: March 11, 2024

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