

## **2.1 -- SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools must possess those qualifications set forth by the State Department of Education and the North Central Association of Colleges and Schools. It is recognized by the Board of Education that these qualifications are set up to promote minimum standards. Therefore, it is the policy of the School District to employ persons who exceed these minimum requirements whenever possible.

The Superintendent of Schools is the executive officer of the Board of Education and the administrative head of all divisions and departments of the school system. The Superintendent is responsible to the Board for:

1. Administering the total school program.
2. Selection of staff personnel necessary for the operation of the schools.
3. Keeping the Board informed on the total school situation.
4. Recommending policies and change in policies.
5. All accounting and auditing procedures.
6. Submitting and administering a carefully planned budget.

The Superintendent shall:

1. Attend all meetings of the Board.
2. Delegate duties and authority to the school personnel.
3. Keep the public informed concerning the education program.
4. Be the medium for all communication with the Board from all school employees.

**The teachers' line of communication to the Board is through their principal first and through the Superintendent to the Board in accordance with all related policies of the District.**

The Superintendent's contract is considered annually by the Board during the February meeting and the contract may be extended three years or less.

Ref: A.C.A. 6-12-108, 6-13-618, 6-13-621, 6-13-702, 6-17-301  
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