1. BUDGET

The Superintendent shall:

a. Supervise the preparation of the tentative budget annually for Board approval and administer the approved budget during the year.

b. Provide financial planning for any fiscal year or the remaining part of any fiscal year that will not deviate materially from the Board’s end priorities (4%), risk fiscal jeopardy, or fail to be derived from a multi-year plan.

c. With respect to the actual ongoing financial conditions and activities, will not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board policy (budget as compared to actual).

d. Not expend more funds than will be received in the fiscal year.

e. Actively seek public input on budget reductions for programs which will directly impact students.

f. Secure funding through grants and other means.

2. BOARD OF TRUSTEES COMMUNICATION

The Superintendent shall:

a. Administer all activities of the school system according to policy as developed by the Board and in doing so assumes responsibility for everything that occurs in the District.

b. Recommends a course of action to the Board in all matters affecting the operation and welfare of the school district.

b. Oversees the establishment of the School Improvement Plans and/or educational goals of the District, both annually and over a long range period, (including but not limited to areas of curriculum and instruction, school plant and fiscal requirements).

d. Upon approval by the Board and consistent with policy, attends state, regional and national conferences pertaining to the superintendent’s duties; brief the Board on what was learned.
e. Provides leadership in the development, improvement, implementation, evaluation and results of the District’s K-12 curriculum. Maintain a general knowledge of educational trends through professional development.

f. Maintains effective relationships with legislative representatives and the Department of Education.

g. Shall, in conjunction with a maximum of three Board Members, prepare the agenda for each Board meeting, shall attend Board meetings and all closed sessions, except when his/her contract is being considered, and shall participate in all deliberations of the Board when such deliberations do not involve his/her contract. All Board Members shall be given equal opportunity to have items placed on the agenda for discussion and action.

h. Shall establish and maintain a program of public information designed to communicate objectives, needs, problems, and accomplishments of the schools to the Board.

i. Will not permit the Board to be uninformed or unsupported in its work.

j. Shall support the public and address open meeting laws when policies are under consideration for revision or adoption.

k. Shall support the Board in its community linkage initiatives that develop community relations and communications with parents, community members and staff.

l. Shall marshal for the Board as many staff and external points of view on issues and opinions as the Board determines is necessary to be better informed when making decision.

m. Shall supply all Board members a means in which to receive pertinent information and communication concerning the District for the decision making process.

n. Shall supply to the Board in the draft consent agenda items in sufficient time (one week), all items delegated to the Superintendent yet required by law or contract to be Board-approved.

o. Shall reference or address agenda items to Board policies unless the items appear under the consent portion and purchasing services of the agenda.

p. Shall deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.

q. Bring all regulations before the Board for review and approval.

EXCELLENT     SATISFACTORY     NEEDS IMPROVEMENT     UNSATISFACTORY
              II               IIII                     I
3. MANAGEMENT OF ADMINISTRATIVE STAFF AND SITE PRINCIPALS

The Superintendent shall:

a. Supervise directly and/or through delegation, the recruitment, selection, assignment, evaluation, and professional growth opportunities for all personnel. Interprets and clarifies all personnel policies to staff and resolves personnel grievances or complaints in accordance with Board policy.

b. Shall manage the District schools through subordinates in an efficient and economical manner.

4. CONTRACTS/EVALUATIONS/JOB DESCRIPTIONS

The Superintendent:

a. Shall, in all instances, follow the protocol of Regulation #4117.8 (a) on all administrative evaluations. For principal evaluations refer to Policy 4117.

b. Shall assure that all employee contracts will be developed by legal counsel and thoroughly reviewed by the Board prior to adoption (according to NRS 391). Board Members shall be given adequate time to review all contract language with legal counsel, thus preventing implication of liabilities.

c. Shall assure that job descriptions will be reviewed and approved by the Board.

d. Shall evaluate the performance of all unrepresented employees by January 15th, all site administrators (principals) by June 1st, ensure that all classified and licensed evaluations are completed per the timelines set forth in contracts and NRS, and shall make a report to the Board of Trustees regarding evaluation timelines being met.

5. EMPLOYMENT

The Superintendent:

a. Shall recommend the number and type of positions needed for the effective operation of the school district.

b. Shall recommend to the Board candidates for employment for the Board’s acceptance or rejection.
c. Shall recommend the assignment, transfer and promotion of all employees of the Churchill County School District to the Board. (In accordance to and 391.3127) May, in accordance with Policy 4820 and Regulation 4820, suspend and/or recommend the dismissal of personnel.

d. Shall monitor the use of long term or permanent substitutes.

e. Shall not promise or imply permanent or guaranteed employment so as to give an applicant unfair advantage over other candidates for any District position.

f. Shall establish hiring protocol on a timely recruitment basis (refer to Policy 2120, #5 Employment, section “f”).

EXCELLENT      SATISFACTORY      NEEDS IMPROVEMENT      UNSATISFACTORY
II               IIIII             I                          I

6. CONCERNS/CONTROVERSY/COMPLAINTS/GRIEVANCES

The Superintendent:

a. Shall hear or appoint his/her designee to hear any complaints within the schools, and he/she shall act as arbiter in matters of controversy between the school, employees and parents.

b. Shall follow Board policy and regulations 4138 (a) concerning the complaint process.

c. Shall educate staff as to the proper chain of command when addressing complaints: Teacher, Principal, Superintendent, and Board (being mindful of the timelines of notification, 5-10 working days,) (see policy).

d. Shall ensure that any complaint that reaches the level of Superintendent will be made known to the Board.

EXCELLENT      SATISFACTORY      NEEDS IMPROVEMENT      UNSATISFACTORY
I               IIII              I                          I

7. GOVERNANCE AND BOARD POLICY COMMUNICATION

The Superintendent shall:

a. Be responsible for the dissemination of all general orders adopted by the Board relating to all school employees and is charged with the enforcement of policies, regulations and decisions of the Board.

b. Collaborate with Board Members in the creation and revision of all policies unless otherwise directed.

c. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
d. Respect and enforce all Board Policy.

e. Reference agenda items to Board policies unless the items appear under the consent portion of the agenda. Notify the public when policies are under consideration for revision or adoption per the Open Meeting Law.

f. Submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

III II

8. COMMUNICATION/SITE VISITS/PUBLIC RELATIONS

The Superintendent shall:

a. Visit all schools and departments in the District frequently, being highly visible, in order to promote communication between all levels of District administration, staff, and Board of Trustees.

b. Communicate with local, state and federal government agencies to be informed on new legislative and budget issues.

c. Establish protocol and measures for communication with students, parents, media, and community organizations (may include, but not limited to, connecting student academic growth and progress, attendance, schedules, conferences, open houses, registration, disciplinary codes, suspensions, expulsions, rules, graduation requirement, scholarships, required college courses, fees, uniforms, and other services, to parents).

d. Hold town hall meetings, send newsletters, and utilize all calls, web sites, and postings to inform the public of important upcoming event.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

II II

9. TREATMENT OF STAFF/EMPLOYEES/VOLUNTEERS

The Superintendent shall:

a. Supervise the appointment and defines the duties of all personnel, subject to approval of the Board.

b. Strive to create open and honest relations among staff members.

c. Deal with personnel matters in a forthright, objective, and profession manner.

d. With respect to the treatment of paid and volunteer staff, may not bully, intimidate or cause or allow conditions which are inequitable, threatening, discriminatory, undignified, disorganized or unclear.
e. See that his/her administrative staff do not bully, intimidate, harass or cause or allow conditions, which are inequitable, threatening, discriminatory, undignified, and disorganized or unclear to those who serve directly under them. The creation of a hostile work environment is unacceptable.

f. Be team player by including staff members from the bottom up in the decision making process.

g. Monitors treatment of staff through surveys. Will collaboratively create and review the surveys with Board approval.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

III III I

10. TREATMENT OF STUDENTS AND THEIR FAMILIES

The Superintendent shall:

a. Assume the responsibility of maintaining good human relationships among students, parents and the general public, striving at every opportunity to reconcile divergent viewpoints in order to do what is best for students and for public education.

b. Provide leadership in the development and execution of a sound school-community relations program that effectively communicates the needs and successes of the District.

c. Establish and maintains a sound working relationship with the news media, utilizing any public service opportunities for the betterment of education within the school district.

d. Maintain accessibility and visibility in the community, while serving as a spokesperson for the District with the community and news media.

e. Be knowledgeable of and sensitive to the demographics of the community.

f. With respect to interaction with student and their families or those enrolling to be students, will not cause or allow conditions, procedures, or decisions which interfere with student achievement or which are discriminatory, or unnecessarily intrusive in his or her interactions.

g. Not use application forms or survey results that elicit information that fails to protect improper access to the material elicited.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

III IIII
11. SAFETY/WORKERS’ COMPENSATION/BULLYING/VIOLENCE

The Superintendent:

a. Ensures that policies, procedures and school rules promote a safe and secure, respectful, and healthy school environment.

b. Acts on own discretion when emergency action is necessary in matters not covered by District policy: reports such emergency actions to the Board and recommends policy for future guidance.

c. Shall, in order to protect the Board from sudden loss of Superintendent services, have no fewer than two other executives familiar with Board Policies, Instructional, Budget and Superintendent issues and processes.

d. Keeps running statistics to monitor problem areas thus avoiding incurred expenses.

e. Provides safety training to all staff in the following areas: drills, CPR training, and incident command training to prevent crises (earthquake, fire, lockdown, and shelter in place).

EXCELLENT   SATISFACTORY   NEEDS IMPROVEMENT   UNSATISFACTORY
II           III            I

12. DISTRICT GOALS/OBJECTIVES

The Superintendent:

a. Visits each school during a faculty meeting once each quarter to share information, to provide necessary.) A log of these visits will document the completion of this goal.

b. Strengthens communications and relationships with employees and community by holding two town hall meetings throughout the year, presenting a “press release” or newspaper article to the newspaper once each quarter, and emailing employees informing them that the Superintendent has an “open door” policy.

c. Prepares a thorough Board report twice a year explaining the state of the District.

d. Reports semi-annually to the Board on the development of long-range plans for the educational and operating programs of the District in order to meet the needs of the community for high quality educational offerings and the progress of stated District goals and shall disseminate these goals throughout the District.
e. Shall create, have in place and disseminate to each school site, the District’s Mission Statement describing a clear vision for education.

EXCELLENT Satisfactory Needs Improvement Unsatisfactory

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13. **CONDITION ASSESSMENT OF FACILITIES, GROUNDS AND EQUIPMENT/ ASSET PROTECTION**

The Superintendent:

a. Serves as custodian of all property, real or personal, owned, leased or borrowed by the District; lends, exchanges, transmits or receives such property only in accordance with approval of the Board.

b. Participates in the preparation of all plans and specifications including a District Master Plan for the purpose of modification and/or construction of facilities.

c. Takes a leadership role with facilities and facilities management, improving systems in place; shows an interest in internal and external building care and cleanliness, helps build internal, city and public support or facility needs.

d. Provides leadership role in overseeing long range planning and direction for deferred maintenance and facility planning for future development and growth.

e. Will not allow District assets to be unprotected, inadequately maintained, or unnecessarily risked or failed to be maximized.

f. Shall not subject plant and equipment to improper ware and tear or insufficient maintenance.

g. Shall not unnecessarily expose the District or its Board or staff to claims of liability.

h. Shall not make any purchase: (1) circumventing the District central purchasing rules and authorization (2) wherein normally prudent protection has not been given against conflict of interest (3) wherein preference not been given to NRS (5) in any amount for which funding has not been included in the budget without Board approval. (Splitting orders to avoid these requirements is not allowed)

i. Shall not fail to maintain adequate insurance for the District.

j. Shall not fail to protect intellectual property, information and files from loss or significant damage.

k. Shall make sure that files are maintained and updated on a continuous basis.

l. Shall not receive, process, or disburse under controls, which are insufficient to meet the Board’s appointed auditor’s standards.
m. Shall not fail to maintain and operate physical facilities in a manner that prolongs the life expectancy of the building and provides an appropriate educational environment.

n. Shall not endanger the District’s public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

III I

14. CAPITAL PROJECTS

The Superintendent:

a. Shall closely monitor capital projects along with the Director of Business and Board of Trustees. All final changes will be approved by the Board.

b. Shall see that initial building evaluations on capital projects (remodels, renovations, new buildings) will be reviewed to prevent unnecessary change orders. Closely monitors contracts by Construction Manager and Director of Maintenance.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

II I

15. CHARACTER/ MORAL CONDUCT/ PERSONAL QUALITIES

The Superintendent:

a. Models professional conduct and display traits of integrity at all times.

b. Dresses modestly, neatly and cleanly for effective leadership

c. Exhibits a strong work ethic and be punctual to all obligations

d. Does not drink or smoke at school functions.

e. Exhibits control under demanding and stressful or heated situations.

f. Is respectful at all times leading with fairness and compassion.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

III I

16. LEGAL COUNSEL

The Superintendent shall:

a. Understand that the District’s Legal Counsel is just that; he/she serves the entire interests of the District. (Legal Counsel is hired and approved by the elected Board of Trustees.) The Superintendent shall ensure that the District’s Legal Counsel is used properly to protect and defend the Churchill
County School District. Legal Counsel also has specific responsibilities to give counsel to the Board and the Superintendent as they carry out their responsibilities in accordance with Nevada Revised Statutes.

b. See that all contracts, grievances, evaluations, and any legal documents that may have budgetary implication or could be the subject of potential litigation must be reviewed and or written by or with the help of legal counsel.

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17. ACADEMIC PROGRESS AND GROWTH/ SCHOOL IMPROVEMENT

The Superintendent:

a. Shall be responsible for the general efficiency of the school system, for the development of the teaching staff and for the academic growth and welfare of pupils; be responsible for the methods of curriculum, instruction, professional development, assessment, data analysis and management used by teachers and principals, and shall have the authority to hold such meetings of teachers and principals as he/she deems necessary, and shall require attendance at such meetings.

b. Monitors increased academic rigor, through (may include, but is not limited to: depth of knowledge and rich tasks, effective grading systems, growth model, career and technical achievement, the quality assurance framework, testing and assessment (formative summative), collecting data and files of all types, trends, statistics and the use of best practice).


d. Monitors enrollment, attendance, graduation rates, class size, dropout prevention, and ethnic changes in demographics.

e. Promotes participation, equity and diversity and parent partnership, being customer friendly.

f. Administers parent, student, and staff surveys for purposes of school improvement.
g. Puts in place a Character Counts Program that teaches to the whole child at each school site and which emphasizes the principles of: Honesty, Respect, Trustworthiness, Fairness, Responsibility, Citizenship, Service, Caring, Choice and Accountability, Good Sportsmanship, Knowledge, Integrity, Kindness, Choice and Accountability.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY

18. CURRICULUM/ PROFESSIONAL DEVELOPMENT/ DATA ANALYSIS

The Superintendent:

a. Shall educate all teachers in the following curriculum areas (which may include, but are not limited to: mapping, alignment, developmentally sequencing, identifying and labeling state standards to specific content areas, addressing rigor with instruction on Rich tasks, Depth of Knowledge, higher levels of thinking (Booms Taxonomy), identifying essential questions, clarifying rubrics, developing effective-best practice-grading procedures [Formative/Summative]).

b. Shall offer continual professional development opportunities to teachers in a variety of needed subject areas at least once a year with a strong emphasis on technology.

c. Shall educate teachers as to the use and development of Common Core Standards and its application in the classroom, assessment strategies, and the use of data analysis.

d. Shall educate as to the state emphasis leaning toward performance-based evaluation.

EXCELLENT SATISFACTORY NEEDS IMPROVEMENT UNSATISFACTORY