

1. Qualifications

The Superintendent/CEO shall have the proper certification, according to the standards prescribed by the Division of Education.

2. Appointment

The School Board shall appoint the Superintendent/CEO for a term of not more than three (3) years. If, at any time, his/her services are unsatisfactory, he/she shall be notified in writing and be given an opportunity to correct the conditions that are unsatisfactory. If conditions are not corrected, he/she shall be given notice of termination of contract according to SDCL 13-43.

3. Duties of the Superintendent/CEO

- a. Supervise the orderly conduct of the school's affairs.
- b. Act as executive and advisory officer of the School Board.
- c. Assume the responsibility for the operation of the entire school system.
- d. Have general supervisors, teachers, maintenance personnel, transportation, and office workers.
- e. Keep the Board advised on all matters relating to the school including finance, facilities, curriculum, teachers and students.
- f. Keep informed as to what is going on in education both locally and nationally.
- g. Prepare and present a school calendar for Board approval.
- h. Prepare an annual budget for Board approval.
- i. Recommend to the Board the hiring and dismissal of all certificated and non-certificated personnel of the school district.
- j. Approve directly or indirectly all expenditures of school money, subject to Board approval.
- k. To suspend and recommend expulsion of students guilty of gross disobedience or infraction of known school rules. This must be within the guidelines of the State Code.
- l. To recommend to the Board any changes in the overall program of the district. To recognize the needs of the community and structure the educational pattern to meet the needs.
- m. To make and prepare the agenda for meetings of the School Board and to have all data and materials necessary present for the meetings.
- n. To have power to make decisions of any type in an emergency and when time is the essence. The "prudent person" rule would apply in this case.
- o. The School Board members may receive the forms to evaluate the Superintendent/CEO at the regular November meeting. Individual members will complete their forms and send them to the School Board president for tabulation two weeks before the regular December meeting. The Superintendent/CEO and School Board will meet at the regular December meeting to go over the results.
- p. The Superintendent/CEO must be evaluated a minimum of once every year.

1. Qualifications:
The Principals shall meet the certificate requirements set forth by the Division of Education for their respective positions.
2. The Principals shall be directly responsible to the Superintendent/CEO of Schools.
3. The Principal shall include:
 - a. Be responsible for the administration of the buildings and enforce the policies of the School Board, and he/she shall have authority to call upon all certificated personnel to this end. Become the acting superintendent/CEO during the superintendent/CEO's absence. In the event both the superintendent/CEO and the high school principal are absent, the elementary principal will become acting superintendent/CEO. The school's secretary will take care of routine matters.
 - b. Supervise the teaching staff for the best interest of the students.
 - c. Promote good relations with the community and utilize the community resources to enrich the learning program.
 - d. Be responsible for the classification, promotion, or retention of students within their area of assignment.
 - e. Appraise and evaluate the instructional program within their building.
 - f. Improve the quality of teaching and learning in the classroom.
 - g. Oversee the attendance, conduct and health of all pupils.
 - h. Be responsible for fire drills; pupil conduct in halls, gym, athletic fields, and playground; school activities and enterprises; teacher meetings within the building; set rules to regulate the releasing of pupils from school for such reasons as medical and dental appointments; illness.
 - i. Prepare rules and regulations for the Student Handbook and departments; review yearly.
 - j. Supervise the teachers and report to the superintendent/CEO on the status of each teacher relative to achievement and performance in the position held.
 - k. The superintendent/CEO and principals will meet twice each year to provide evaluation of the staff, pursuant to the negotiated agreement and state law.
 - l. When a case shall warrant such action, may suspend students from attendance, immediately notifying the student's parents or guardians by phone or letter. The superintendent/CEO shall be notified. A student, once suspended, shall not be permitted to re-enter school until a conference is held with the parents and satisfactory adjustments are made. Should permanent expulsion seem necessary, such recommendation shall be made through the superintendent/CEO to the School Board.
 - m. Keep records concerning students confidential and make them available only to authorized personnel, the student's parents, or public officials for just and sufficient reasons.
4. The Principal's contracts shall be for 42 weeks (38 regular weeks, regular school terms, plus two weeks before school and two weeks after school is out).
5. Principals shall be evaluated annually.

**JOB DESCRIPTION FOR
DIRECTOR OF ACTIVITIES**

302

1. The director shall be responsible to the high school principal and to the superintendent/CEO for the administration and supervision of the interscholastic activity programs.
2. The director shall organize programs for music, athletics, drama and other activities that are consistent with district philosophy and policy, state and federal law and regulations.
3. The director shall list for the principal all students' participating in activity programs and see that proper coverage of insurance is made available.
4. The director shall ensure that all participants in the athletic program have proper physical examinations.
5. The director shall schedule all activities, select and contract officials, and make arrangements for conducting interscholastic activities in all sports subject to the approval of the administration. The director should keep an accurate calendar of all events, and all events are to be listed on the master calendar in the office of the principal and/or superintendent/CEO. Attempts shall be made to notify the public of this schedule.
6. The director shall requisition equipment and supplies for all activities. Requisitions are to be handed in each spring for all year to follow, and such requisitions are to be approved by the superintendent/CEO before the purchases are made.
7. The director shall schedule and provide for needs – including transportation, meals, and lodging – for activity trips and in general provide the necessary supervision involved in any approved activity at home or away.
8. The director shall administer the system of awards to participants in extracurricular activities.
9. The director shall maintain a permanent record of all activity accomplishments, team records, and individual sports records.
10. The director shall record a complete annual report to the superintendent/CEO with adequate information to complete the final report to the SDHSAA.

SCHEDULE OF ACTIVITIES

303

In order to avoid conflicts, it should be understood that all practices and meetings of the school clubs or organizations should be cleared through the principal's office. The administration has no desire to hamper the work of any individual, or department, but rather hopes to improve the efficiency and to lessen the chance of hard feelings between departments.

Anytime an organization within the school has been requested by an organization outside the school (church groups, civic organizations, service clubs, etc.) to put on a program of any type, arrangements must first be made through the school administration or delegated representative. No program should be planned or scheduled without first consulting the principal or superintendent and getting their permission. Clear dates with the **MASTER CALENDAR IN THE HIGH SCHOOL PRINCIPAL'S OFFICE**. Dates on the master calendar take preference over all other events scheduled.

NO practice periods for any activity or class may be scheduled on Sunday without prior approval of the administration and School Board.