

301.1 Qualifications

The superintendent of an accredited school must hold a Professional Administrative and Supervisory Certificate with an endorsement for superintendent. For various requirements for this certificate, consult NDE-Rule 21-Issuance of Certificates.

An emergency Administrative and Supervisory Certificate may be issued to fill an emergency superintendency vacancy. Information may be found in the "Rules for Issuance of Certificate and Permits to Teach, Counsel Supervise and Administer in Nebraska Schools." NDE Rule 21. This is a State Board Policy.

Other qualifications may apply as required by the Pleasanton Board of Education. These qualifications must be in addition to those required for certification.

301.2 Superintendent Compensation Guides and Contracts

An employment contract for an administrator must be in writing on a form recommended by the Department of Education. The contract must be approved by a majority of the school board and signed by a designated member of the Board. A contract to be terminated must also be approved by a majority vote of the Board.

All contracts for employment of an administrator must contain provisions stating that

- 1) The employed person will hold a valid certificate at the beginning of the school year;
- 2) The employed is not under contract to another district in this state; and
- 3) That there shall be no penalty for release from the contract.

Administrators may be hired under a contract for no longer than 3 years by a majority vote of the school board.

301.3 Functions

The Superintendent is the chief executive officer for the board and the administrative head of all divisions and departments of the school system. It is his duty to administer the policies of the Board and provide leadership for the entire school system. The superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in Board policies and the educational program.

Specific duties and responsibilities can be found in the Organizational Plan (job description) of the Pleasanton Public School District. The duties of the Superintendent are not limited to those listed, and can be broadened, as the Board shall determine necessary.

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel. The evaluation is to be completed by the regular board meeting in December of each year. The evaluation instrument is to be given to the board in November and returned for the December meeting.

302.1 Building Principals

The Pleasanton Public School may employ a Junior-Senior High School Principal, or have the superintendent assume that position.

The Principal shall have at least three years of teaching experience.

Experience as a principal, assistant principal, or a supervisory position is desirable.

The principal shall hold either a valid Nebraska Administration and Supervisory Certificate or a Nebraska Professional Administrative and Supervisory Certificate.

The board may also hire an elementary principal, or have the superintendent assume that position.

302.2 Appointments

The Principal shall be selected by the Superintendent, and then presented to the Board of Education for their approval.

302.3 Functions

The Principal will supervise all staff and students assigned to the Pleasanton Public Schools, and any other resource and service personnel while functioning in the junior-senior high school.

All job goals, and responsibilities are defined in the Organizational Plan of the Pleasanton Schools (job description).

The Principal shall be employed for ten months. The Superintendent and the Board of Education will establish the salary and work year.

Performance of this job will be evaluated annually and presented at the January board meeting in accordance with provisions of the Board's policy on evaluation of administrative personnel