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SECTION 3B - ADMINISTRATIVE PERSONNEL - CERTIFIED & CLASSIFIED

3B.1 Law Enforcement Agency Guidelines (August, 1995)

A reasonably cooperative effort will be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions and as specified in board discipline policies. The school district administrators shall, at all times, act in a manner that protects and guarantees the rights of students and parents.

3B.2 Administrative Evaluations (July, 1992)

District administrators will be evaluated annually using the procedures set forth in the district Guidelines for Performance Based Administrators Evaluations.

All central office administrators who are directly responsible to the superintendent of schools, as per the organizational chart, shall be evaluated by the superintendent.

All building principals shall be evaluated by the central office administrator in charge of administration. A recommendation regarding reemployment shall be forwarded to the superintendent of schools after completion of the evaluation and prior to the regular February board of education meeting.

All assistant principals, directors and coordinators shall be evaluated by their supervisor. A recommendation regarding reemployment shall be forwarded to the superintendent of schools after completion of the evaluation and prior to the regular February board of education meeting.

Appeal of an evaluation conducted by anyone other than the superintendent of schools may be appealed to the superintendent.

3B.3 Vacation (July, 2009)

The administrative staff on twelve months employment will be entitled to vacation on the following schedule:

An employee in his/her first year of service will accrue vacation on a pro-rata basis for use in the following fiscal year, based upon the number of months they have been employed by the Blue Springs School District July 1 through June 30 of the current fiscal year.

3B.3 (continued)

<u>Years of Service</u>	<u>Days Accrued</u>	
	<u>Per Month</u>	<u>Days Per Year</u>
1 - 5 Years	.833	10 days per year
Greater than 5 years	1.25	15 days per year
Greater than 15 years	1.66	20 days per year

All vacations must be approved in advance by the superintendent of schools. The superintendent's vacation must be approved by the president of the board of education. School administrators on less than twelve months employment are not entitled to paid vacation time.

Payment to the estate or legally identified heir(s) for earned vacation shall be made when employment ceases because of death.

Rev. 8/90, Rev. 7/09

3B.4 Administrative Health (September, 2001)

All administrators shall be required to have a complete physical every two years, to be arranged and reimbursed by the district.

3B.5 Sick Leave - Number of Days (October, 2008)

The board of education shall grant administrators *one (1) sick leave day per contract month each year for the following reasons: (1) illness or injury of the employee; (2) illness or death in the immediate family - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent on the employee; (3) pregnancy - refer to pregnancy leave policy 3C.15.5. Any unused portion of the designated days should be allowed to accumulate to an unlimited number of days.

Reimbursement for unused sick leave shall be allowed for administrators who voluntarily leave the employment of the district after 20 years of service, or who leave the employment of the district and immediately begin receiving benefits under The Public School Retirement System of Missouri or the Public Education Employee Retirement System of Missouri, whichever is applicable. Payment for unused sick leave shall be at 50% of substitute pay.

No payment for unused sick leave shall be made when employment ceases because of involuntary termination, or death. For use of unused sick leave days upon retirement see policy 3A.15.

Rev. 6/97, Rev. 10/08

3B.5.1 Bereavement Leave (July, 2009)

After all sick leave and personal business leave days have been used as outlined in policy 3B.5, the board of education shall grant to each administrator up to three (3) days paid leave each contract period for the death of an immediate family member - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent on the employee. Any unused portion of the three (3) days each contract period shall not be allowed to accumulate.

3B.5.1 (continued)

The district may require verification for the need for the leave.

Rev. 5/98, Rev. 7/09

3B.5.2 **Special Requests** (September, 2001)

If an illness or death occurs to others of close relationship or connection, sick leave, if requested may be granted.

3B.6 **Accumulated Leave** (June, 1995)

Any sick leave time used will be deducted from the accumulated time. At the beginning of the years following any deductions for illness, a number of days not to exceed twelve (12) will be added to the accumulated days.

3B.7 **Notification of Absence** (September, 2001)

Each administrator should make notification to his/her supervisor a day in advance when he or she is to be absent, whenever this is possible.

3B.8 **Sick Leave Pool** (September, 2001)

Administrators shall be allowed membership in the sick leave pool under the same regulations as other certified personnel. **(See Policy 3A.28)**

3B.9 **Superintendent of Schools** (September, 2001)

The superintendent of schools shall be employed on a twelve month basis with vacation time as listed in Policy 3B.3. When possible the board will employ the superintendent by the first regular December meeting. The unexpired portion of the superintendent's contract shall not exceed three and one half years beyond the date of board approval.

The school district agrees, as a condition of the superintendent's contract that it shall defend, hold harmless, and indemnify the superintendent of schools from any and all demands, claims, suits, actions, and legal proceedings brought against the superintendent of schools in his/her official capacity as agent and employee of the district, provided the incident arose while the superintendent of schools was acting within the scope of his/her employment.

3B.9.1 **Qualifications** (September, 2001)

The superintendent of schools shall meet all provisions set forth by the State Department of Education as required for a superintendent's certificate. Previous administrative or supervisory experience is required.

In the event of an anticipated prolonged absence or incapacity of the superintendent, or assistant superintendent(s), the board of education shall duly designate an acting superintendent, or acting assistant superintendent(s).

3B.9.2 **Duties** (September, 2001)

The superintendent shall be the executive officer of the board of education and shall be responsible to it for the execution of its policies and the observation of its rules. He/she shall attend all board meetings except at such times when consideration may be given to his/her employment or salary.

The superintendent shall develop administrative principles and procedures for implementing board policies.

The superintendent shall have the supervision of all schools of the district, their organization, classification, and management. The superintendent shall be the representative of the board, and all directions from the board to employees or pupils shall be communicated through him/her. Directions the superintendent may give for the management of the schools to these employees and pupils, on points not covered by the printed rules, shall be valid until disapproved by the board.

The superintendent shall oversee and supervise all purchases and bidding for the school district in accordance with policy 1.92.2. Equipment or supplies may be repurchased throughout the fiscal year when first purchased under regular bidding procedures.

The superintendent shall cause to be maintained an accurate system of records and reports for the school district as may be required by the state department of education, by law, or the board of education. He/she shall in turn hold principals, supervisors and teachers responsible to him/her for the same.

Organization and assignment of staff members shall be under the direction of the superintendent, subject to the approval of the board of education.

The superintendent shall manage the extra curricular activities of the schools in such a manner as to bring out their maximum benefits with a minimum of interference with the regular curricular program.

The superintendent and his/her staff shall prepare such financial reports as may be necessary to keep the board properly informed about the financial plans and conditions of the district. The preliminary operating budget shall be approved by the July meeting.

3B.9.2 (continued)

The agenda for the meetings of the board of education shall be prepared jointly by the superintendent and the secretary of the board of education. Members of the board of education may request additional items be added to any such agenda. This agenda shall be distributed by the secretary or the superintendent so as to reach board members, administrators, C.E.A. President and press two days in advance of the meeting. Copies of the agenda shall be available at the meeting.

The superintendent shall, on behalf of the board and within the budgetary limits, employ non-teaching personnel and make appropriate promotions, demotions, transfers or dismissals.

The superintendent shall, on behalf of the board of education and within the guidelines of board policies 1.92.2.2, Purchase of Textbooks, and 5.11, Textbook Adoption, approve for adoption all textbooks, and supplementary instructional materials, all courses of study and co-curricular programs. Any such approval will be made after verification by the superintendent that the textbook, material, course or program adopted will meet the criteria as outlined in the board policy "Selection and Reconsideration of Instructional Materials," as well as the general philosophy of the majority of the community as defined by the board of education.

The superintendent, or a person designated by him/her, shall establish needed rules and regulations for the effective operation of the transportation system.

The superintendent shall furnish to the board of education at regular quarterly intervals a statement showing the financial condition of the district. This statement will include encumbered items as well as other financial conditions.

The superintendent shall have general control of the operations of the food service of the district.

The superintendent shall exercise general supervision of all maintenance and operation activities of the schools in the district.

The superintendent may attend national, state and regional professional meetings for the welfare of the schools where public education is concerned.

3B.10 Deputy Superintendent & Assistant Superintendents of Schools

3B.10.1 Qualifications (December, 1994)

The deputy superintendent and assistant superintendents shall meet the state requirements for assistant superintendents.

3B.10.2 Recruitment, Selection, and Contract (March, 2010)

The board of education shall review the contracts and salary of the deputy superintendent and assistant superintendents each February, taking into consideration the recommendations of the superintendent of schools.

If the deputy superintendent or an assistant superintendent is originally scheduled according to a master's degree scale and he/she receives a specialist's degree or a doctors degree, his/her salary will be adjusted to the same increase as a teacher going from masters +16 to specialists within 45 days of receipt of transcript in the personnel office, with approval of the Board of Education.

Rev. 12/94, Rev. 3/10

3B.10.3 Duties and Responsibilities

3B.10.3.1 Deputy Superintendent - Curriculum and Instruction (November, 2007)

The Deputy Superintendent - Curriculum and Instruction is responsible to the Superintendent of Schools for the following:

- Supervise Director of Technology
- Supervise Director of Special Education
- Supervise Director of Secondary Education
- Supervise Director of Elementary Education
- Supervise preparation of Core Data Report
- Coordinate management of district student records and purging of student documents.
- Supervise K-12 library programs
- Supervise Parents as Teachers program
- Supervise Adult Basic Education
- Supervise Community Education
- Coordinate mentoring program
- Supervise collection of district student attendance data

3B.10.3.1 (continued)

Serve as Title I, Iia, III, IV and V authorized representative

Oversee Title I parent board

Monitor curriculum development

Monitor Missouri School Improvement Plan

Monitor district testing program

Oversee grade card development

Organize and chair Professional Development Committee and program

Monitor incentive grants

Supervise Entitlement and Discretionary Grants

Supervise instructional and general technology administration

Oversee summer school

Serve as liaison to Blue Springs Schools Alumni Association.

Coordinate textbook adoption

Coordinate management of district student records and purging of student documents

Supervise vocational education and technical education

Serve as authorized representative for class size reduction

Supervise dropout recovery

Monitor recovery education

Chair CSIP Committee

Oversee migrant education

Perform other duties as assigned by the Superintendent of Schools.

Oversee Educational Cable Television Channel

3B.10.3.1 (continued)

The Deputy Superintendent - Curriculum and Instruction shall be designated by the Superintendent to assume temporary responsibility for the general administration of the school system in the absence of the Superintendent of Schools.

Rev. 9/03, Rev. 10/04, Rev. 11/07

3B.10.3.2 Assistant Superintendent - Management Services

(March, 2010)

The Assistant Superintendent - Management Services is responsible to the Superintendent of Schools for the following:

- Supervise Director of Buildings & Grounds
- Supervise Director of Food and Nutritional Services
- Serve as District Safety Officer
- Supervise Director of Transportation
- Supervise Director of Public Safety
- Monitor Residency Waivers
- Supervise change of attendance boundaries
- Supervise scheduling of district gymnasiums by city, YMCA, others
- Perform other duties as assigned by the Superintendent of Schools.

The Assistant Superintendent - Management Services shall be designated by the Superintendent to assume temporary responsibility for the general administration of the school system in the absence of the Superintendent of Schools, Deputy Superintendent - Curriculum and Instruction, Assistant Superintendent - Human Resources, and Assistant Superintendent - Administration.

Rev. 9/03, Rev. 10/04, Rev. 11/07, Rev. 3/10

3B.10.3.3 Assistant Superintendent - Human Resources

(February, 2010)

The Assistant Superintendent - Human Resources is responsible to the Superintendent of Schools for the following:

3B.10.3.3 (continued)

Supervise Director of Human Resources

Supervise the Benefits and Wellness Administrator

Supervise the Department of Human Resources staff

Supervise and manage the documentation and filing system of all personnel records

Oversee and manage recruitment of employees; maintain positive professional relationships with institutions of higher learning and colleges of education

Oversee and manage the application process using an on-line tool

Oversee and manage the hiring process and assignment of personnel based upon an annual staffing plan; recommend applicants to the board of education for hire

Oversee and manage the retention of employees

Oversee and manage the exit process of employees

Monitor and maintain current certification, licensure, and qualification banks on all employees

Oversee employees on Leave of Absence

Supervise and coordinate all personnel evaluations; conduct reviews and updates to evaluation instruments

Supervise the Career Ladder program; conduct reviews and updates to the Career Ladder Plan

Supervise the Extra-Duty Pay schedule; meet annually to review

3B.10.3.3 (continued)

Collaborate with the Superintendent, Chief Financial Officer, and representative district committee on Salary Schedule development

Oversee and manage salary schedules placing employees appropriately

Manage the development of all employee work calendars

Supervise the induction process of all new employees and review all background checks

Supervise the Substitute Employee Management System, substitute teacher orientation, and assignments of certified and classified substitutes

Supervise tuition reimbursement program

Monitor employee absenteeism; determine Family and Medical Leave Act (FMLA) eligibility

Coordinate the student teacher, internship, and Fellows programs

Oversee the retirement process of employees, conduct annual retirement meetings and district benefit calculation workshops

Monitor staff development of classified staff as presented by director of each department

Establish system for reporting district student enrollment and teacher/pupil ratio

Chair the following district committees: Extra-Duty Pay, Certified Grievance, Classified Grievance, Certified Sick Leave Pool, Classified Sick Leave Pool, Performance Based Teacher Evaluation, Retirement

3B.10.3.3 (continued)

Monitor and/or serve on the following district committees: Blueprint, Insurance, and Career Ladder Assessment

Monitor compliance with Section 504, Part B, and ADA (Americans with Disabilities Act) in employment practices

Serve as Equal Employment Opportunity Commission officer

Coordinate procedures involving sexual harassment training and complaints; determine if legal assistance is appropriate

Inform Director of Legal Services of employment issues that are litigious

Assist the Assistant Superintendent - Administration with aspiring administrator programs

Coordinate Title IX responsibilities

Perform other duties as assigned by the superintendent of schools

The Assistant Superintendent - Human Resources shall be designated by the Superintendent to assume temporary responsibility for the general administration of the school system in the absence of the Superintendent of Schools and Deputy Superintendent - Curriculum and Instruction.

Rev. 9/03, Rev. 11/07, Rev. 2/10

3B.10.3.4 Assistant Superintendent - Administration

(February, 2010)

The Assistant Superintendent - Administration is responsible to the Superintendent of Schools for the following:

Supervise the Director of Legal Services

Supervise principals as per organizational chart

Supervise district activities programs

Serve as liaison to General Assembly

3B.10.3.4 (continued)

Supervise change of attendance boundaries

Monitor requests for in-district transfers, temporary residency, and limited powers of attorney

Organize Citizen's Advisory Committee meetings and agendas

Approve the distribution of non-curricular materials

Coordinate election sites

Coordinate the district Safety Program

Serve as liaison to Ministerial Alliance

Plan and organize teacher convocation

Oversee implementation of Public Law 874

Coordinate procedures for staff grievance appeals from Level Two (b) through Level Four

Supervise volunteer program

Approve work permits

Perform other duties as assigned by the superintendent of schools.

The Assistant Superintendent - Administration shall be designated by the Superintendent to assume temporary responsibility for the administration of the school system in the absence of the Superintendent of Schools, the Deputy Superintendent - Curriculum and Instruction, and Assistant Superintendent - Human Resources.

Rev. 10/02, Rev. 11/07, Rev. 2/10

3B.10.3.5 Assistant to the Superintendent - Community and Student Services (February, 2010)

The Assistant to the Superintendent - Community and Student Services is responsible to the Superintendent of Schools for the following:

Supervise Director of Community Services

Serve as hearing officer for special education appeals

Supervise community resource staff

3B.10.3.5 (continued)

Monitor state reports

Supervise district health services programs

Coordinate Homeless Student Program

Serve as the educational liaison for children in foster care

Serve as liaison to Community Educators Association

Serve as Central Office liaison to the Parent Teachers Association

Coordinate procedures for Superintendent of Schools or the Board of Education to hear student discipline grievance issues and/or student discipline appeals

Serve as expulsion hearing officer/board appeals

Organize and schedule Superintendent's councils and prepare meeting agendas

Serve as resource for school related legal matters

Coordinate court notification of all student discipline consequences over ten (10) days

Serve as the Superintendent's designee for long-term suspensions

Manage juvenile court notification documents

Facilitate update of Board of Education policies

Coordinate weekly administrative report

Supervise Valley View High School

Perform other duties as assigned by the Superintendent of Schools.

The Assistant to the Superintendent - Community and Student Services shall be designated by the Superintendent to assume temporary responsibility for the general administration of the school system in the absence of the Superintendent of Schools,

3B.10.3.5 (continued)

Deputy Superintendent - Curriculum and Instruction, Assistant Superintendent - Human Resources, Assistant Superintendent - Administration, and Assistant Superintendent - Management Services.

Rev. 9/03, Rev. 11/07, Rev. 2/10

3B.11 Superintendent's Staff

3B.11.1 Qualifications (September, 2001)

Personnel of the superintendent's staff shall meet state qualifications in addition to any special qualifications set forth by the board of education.

3B.11.2 Recruitment, Selection, and Contract (March, 2010)

Each staff member shall be given an initial contract of one year. In February of each year, his/her contract and salary shall be reviewed by the superintendent or his/her designee.

If a member of the superintendent's staff is originally scheduled according to a master's degree scale and receives a specialist's degree or a doctors degree, his/her salary will be adjusted to the same increase as a teacher going from masters +16 to specialists within 45 days of receipt of transcript in the personnel office, with annual approval of the Board of Education.

Rev. 7/92, Rev. 3/10

3B.11.3 Duties and Responsibilities

3B.11.3.1 Director of Buildings and Grounds

(February, 2010)

The Director of Buildings and Grounds is responsible to the Assistant Superintendent-Management Services for the following:

Coordinate maintenance, operation and care of all buildings and grounds.

Supervise maintenance staff.

Supervise custodial staff during summer months.

Assist administrators with custodial programs, training and problems.

Coordinate requisition of all custodial supplies and equipment.

Coordinate activities between school district and contractors during construction projects.

3B.11.3.1 (continued)

Approve maintenance overtime.

Serve as District Safety Officer for buildings and grounds.

Ensure compliance with Section 504, Part C, and ADA (Americans With Disabilities Act) in program and facility public accessibility.

Perform other duties as assigned by the Superintendent of Schools or the Assistant Superintendent - Management Services.

Rev. 9/03, Rev. 2/10

3B.11.3.2 Executive Director of Transportation

(October, 2002)

The Executive Director of Transportation is responsible to the Assistant Superintendent-Administration for the following:

Supervise all transportation personnel.

Develop and maintain a transportation system to meet all the requirements of the daily instructional and extra curricular activities.

Develop and monitor routing.

Coordinate field trip transportation.

Oversee student discipline during periods of student transportation.

Perform other duties as assigned by the Superintendent of Schools or the Assistant Superintendent-Administration.

3B.11.3.3 Director of Secondary Education

(September, 2003)

The Director of Secondary Education is responsible to the Deputy Superintendent - Curriculum and Instruction for the following:

Work with 6-12 professional staff on curriculum development, performance-based assessment creation, and program evaluation.

Assist with any secondary textbook adoption project.

3B.11.3.3 (continued)

Coordinate foreign exchange student program.

Assist with the secondary staff professional development.

Supervise the North Central Association annual review and on-sight visits for the secondary schools.

Assist with Missouri School Improvement Program.

Serve as a consultant to secondary building principals.

Assist in achieving efficient and effective operations by functioning as a liaison to the 6-12 instructional sites.

Work with outside educational authorities and regulatory bodies on secondary and vocational issues.

Serve as immigration liaison.

Supervise Saturday School.

Serve as initial central office administrative contact for handling student discipline grievance issues and/or student discipline appeals for grades 6-12.

Serve on the district Residency Waiver Committee.

Assist with core data collection.

Coordinate the development of course description books and handbooks for middle and high school.

Serve as liaison for dual college credit and vocational programs.

Perform other duties as assigned by the Superintendent of Schools or the Deputy Superintendent - Curriculum and Instruction.

3B.11.3.4 Director of Food Service (October, 2002)

The Director of Food Services shall be responsible to the Assistant Superintendent - Management Services for the following:

Supervise all food service personnel.

Prepare menus.

Oversee food service accounting.

Monitor free and reduced price lunch program.

Supervise food distribution to all district cafeterias.

Perform other duties as assigned by the Superintendent of Schools or the Assistant Superintendent - Management Services.

3B.11.3.5 Director of Special Education

(February, 2010)

The Director of Special Education is responsible to the Deputy Superintendent - Curriculum and Instruction for the following:

Supervise all special education programs.

Determine referrals to state for severely disabled.

Administer the 94-142 funds.

Determine private agency placements.

Administer homebound instruction program.

Supervise, through program coordinator, the multi-district hearing impaired program.

Supervise the Early Childhood Special Education Program.

Supervise the Liggett Trail Education Center and principal.

Supervise the district 504 program.

3B.11.3.5 (continued)

Perform such other duties as assigned by the Superintendent or Deputy Superintendent - Curriculum and Instruction.

Rev. 10/02, Rev. 2/10

3B.11.3.6 Director of Elementary Education

(October, 2004)

The Director of Elementary Education is responsible to the Deputy Superintendent-Curriculum and Instruction for the following:

Work with K-5 professional staff in developing the general philosophy and goals of the district's instruction and assessment program; creating, analyzing, and revising curriculum; and meeting performance-based evaluation program guidelines.

Assist with instructional material and textbook adoption projects.

Serve as consultant to elementary principals.

Coordinate development, acceptance, and management of competitive grants throughout the district.

Assist with the elementary staff with professional development activities.

Work with the K-5 Choices Program.

Assist with Missouri School Improvement Program responsibilities.

Represent the district on the Community Foundation - Blue Springs board.

Coordinate the district's Youth Friends initiative.

Supervise the district's School Age Child Care Program.

Represent the district on the Blue Springs School of Economics board.

Serve on the district Residency Waiver Committee.

3B.11.3.6 (continued)

Serve as the initial central office administrative contact for handling student discipline grievance issues and/or student discipline appeals for grades K-5.

Perform other duties as assigned by the Superintendent of Schools or the Deputy Superintendent - Curriculum and Instruction.

Rev. 9/03, Rev. 10/04

3B.11.3.7 Director of Information/Public Relations

(November, 2007)

The Director of Information/Public Relations is responsible to the Superintendent of Schools for the following:

Organize academic excellence program.

Coordinate recognition programs for schools, staff and students.

Organize communication services as planned systematic development and direction with the district's staff, students, patrons, and the community at large.

Create communication feedback through advisory committees, surveys, press releases, key communicators, staff, etc.

Oversee production of communication tools such as brochures, pamphlets, weekly, monthly, quarterly, and annual publications.

Communication training and consultation for district personnel;

Provide support and assistance to professional staff in communications with their publics.

Coordinate and arrange press coverage of specific district events and programs.

3B.11.3.7 (continued)

Organize communications during crisis situations.

Organize and coordinate a variety of annual school/community events and special events such as building and facilities dedications.

Serve as communication liaison between school and community business and civic leaders.

Coordinate Business/Patron/School Partnership Program.

Maintain website as communication tool for district patrons and staff.

Serve as liaison to Retired Educators Association.

Develop District Calendar.

Produce Annual Report.

Develop and coordinate press releases.

Assist with the volunteer program.

Provide publication graphics, editing, and photography assistance.

Coordinate community relations with CEA.

Perform other duties as assigned by the Superintendent of schools or the Deputy Superintendent of Schools-Curriculum and Instruction.

Rev. 9/03, Rev. 11/07

3B.11.3.8 Director of Community Services

(February, 2010)

The Director of Community Services is responsible to the Assistant to the Superintendent, Community and Student Services for the following:

Serve as the Superintendent's designee for long-term suspensions.

Review facts and circumstances of individual discipline cases with administrators.

3B.11.3.8 (continued)

Coordinate parent, administrator and others as deemed appropriate in conference for case review prior to the Superintendent's decision to extend suspension or refer to the board of education for possible expulsion.

Supervise the Middle School and Secondary school Satellite Programs.

Attend area alternative program meetings.

Coordinate and supervise the student/parent intervention component of the satellite programs.

Coordinate referrals to juvenile authorities.

Oversee all programs housed at Hall-McCarter Education Center.

Provide conflict resolution/mediation for Blue Springs School District.

Perform other administrative duties as may be assigned.

Rev. 9/03, Rev. 2/10

3B.11.3.9 Coordinator, Multi-District Deaf/Hard of Hearing Program (October, 2002)

The Coordinator of the Multi-District Deaf/Hard of Hearing Program is responsible to the Director of Special Education for the following:

Coordinate multi-district and district deaf/hard of hearing program K-12

Initiate and support planning, development and implementation of support services and special education cooperative programs for deaf/hard of hearing students in the district and multi district regional area

Develop and administer budgets for deaf/hard of hearing programs

Prepare and submit special purpose funds applications

Maintain financial reports of expenditure and revenue funds

3B.11.3.9 (continued)

Supervise and evaluate personnel in multi-district deaf/hard of hearing program

Act as program liaison with district in regional service area and outside agencies that provide services to district deaf/hard of hearing program

Serve as a member of the multi-disciplinary evaluation/IEP/placement team as appropriate

Coordinate Section 504 as follows:

Provide information about the availability and use of the Section 504 grievance procedures and maintain a record of all grievance problems and solutions.

Inform district personnel of the Section 504 Coordinator's responsibilities and assure periodic meetings of the coordinator to update staff on Section 504 activities.

Provide ongoing review of district bulletins, catalogs, board policies, counseling, procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504.

Ascertain that annual notice of the Section 504 coordinator's name, address and telephone number is placed in school handbooks, etc.

Review student sponsored organizations and suggested criteria for compliance with Section 504.

Become familiar with resources/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.

3B.11.3.9 (continued)

Develop a systemic procedure monitoring compliance with Section 504.

Disseminate information about student rights in relation to Section 504.

Perform other duties as assigned by the Director of Special Education.

3B.11.3.10 **Director of Human Resources** (February, 2010)

The Director of Human Resources is responsible to the Assistant Superintendent, Human Resources for the following:

Assist in planning, coordinating, and supervising the operation of the human resources office

Plan and direct a program of recruitment, selection, and assignment for qualified personnel

Maintain positive professional relationships with institutions of higher learning and colleges of education

Coordinate the student teacher, internship and other related programs with the institutions of higher learning and colleges of education

Oversee and manage the application process using an on-line tool

Screen and interview applicants

Act as liaison between principals and central office

Develop salary schedules, monitor and ensure employees are appropriately placed

Supervise and coordinate all personnel evaluations; conduct reviews and updates to evaluation instruments

Establish system for reporting district student enrollment and pupil/teacher ratio

3B.11.3.10 (continued)

Supervise the Career Ladder program; conduct reviews and updates to the Career Ladder Plan

Supervise the Substitute Employee Management System, substitute orientation, and assignment of certified and classified substitutes

Monitor employee absenteeism; determine Family and Medical Leave Act (FMLA) eligibility

Monitor all background checks on all employees

Monitor and maintain current certification, licensure and qualification banks on all employees

Oversee retirement programs. Conduct annual retirement meetings and district benefit calculation workshops

Oversee and manage the retention of employees

Oversee and manage the exit process of employees

Oversee disability and leave requests

Supervise employees directly in the human resource department.

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Perform other duties assigned by the Superintendent or the Assistant Superintendent, Human Resources.

Rev. 9/01, Rev. 10/04, Rev.2/10

3B.11.3.11 Chief Financial Officer (November, 2007)

The Chief Financial Officer is responsible to the Superintendent of Schools for the following:

Supervise the accounting, purchasing, accounts payable and payroll staff.

Provide for proper internal control and accounting procedures.

3B.11.3.11 (continued)

Prepare external reports to federal, state, and regional governmental entities and insure figures submitted agree with the general ledger.

Supervise the annual audit to ensure a timely review of all documents and prepare the annual secretary of the board report.

Supervise budgeting function (preparation, amendments, control, projections, and analysis).

Oversee data processing for budget and the business office.

Manage investment program.

Supervise business department.

Maintain district inventory.

Oversee the accounting of various district funds such as student activities, athletics, food services, etc.

Prepare and analyze financial information for administrative level decision-making.

Assist and oversee the district budget, general ledger, and monitoring line items and reporting significant variances.

Oversee district cash flow analyzing revenues and expenditures and recommend investment of funds.

Oversee the monthly reconciliation of all bank accounts.

Submit monthly financial and investment reports.

Coordinate business office technology requirements with technology department.

Attend district administrative meetings and board meetings.

Perform other duties as assigned by the Superintendent.

3B.11.3.12 Executive Director of Public Safety

(February, 2010)

The Executive Director of Public Safety is responsible to the Superintendent or his/her designee for the following:

Investigate new ways to finance safety programs and write grants as needed

Coordinate the building and district crisis plans

Develop anti-terrorism protocols for the schools and district as part of the crisis plans

Serve on the District Safety Committee

Serve as liaison to the Community and Youth Outreach Unit

Serve as liaison to the police departments of the municipalities in which the school district is located

Supervise the public safety officers

Serve as the Non-Discrimination Sensitivity Training instructor

Coordinate anti-truancy efforts for the district

Coordinate residency verification for the district

Provide intervention for student situations involving potential violence as requested by the superintendent

Coordinate security for the district as needed

Implement and supervise training of all staff in dealing with hostile/violent situations

Coordinate security needs assessment for the district

Serve as the safety coordinator for anti-violence programming as required by MSIP

Perform other duties as assigned by the Superintendent of Schools.

3B.11.3.13 Benefits and Wellness Administrator

(February, 2010)

The Benefits and Wellness Administrator is responsible to the Assistant Superintendent, Human Resources for the following:

Oversee Employee Benefit Program (medical, dental, vision, life insurance, and section 125)

Develop, implement, and evaluate Employee and Student Wellness Programs

Supervise Automated External Defibrillator (AED) program

Develop and negotiate annual administrative physicals

Screen potential benefit providers

Oversee all benefit related technology (EAC, Benefits Module, Carrier Uploads)

Supervise Benefits Specialists

Analyze and prepare reports on various current and future industry trends

Supervise departmental reconciliation process

Prepare benefits budget requests

Assist Director of Human Resources with district retirement communication

Committee Responsibilities

Insurance Committee - Chair

District Wellness Policy - Member

Health Advisory Council - Member

Perform other duties as assigned by the Superintendent or Assistant Superintendent of Human Resources.

3B.11.3.14 Director of Emergency Services

(February, 2010)

The Director of Emergency Services is responsible to the Superintendent of Schools or his/her designee for the following:

Coordinate the Student Assistance Programs (SAP)

Monitor and train staff and provide support for a K-12 bullying program

Coordinate training of sponsors of K-12 Peer Mediation and Conflict Resolution Programs and assist with training for students annually

Serve as the Non-Discrimination Sensitivity Training instructor

Perform other duties as assigned by the Superintendent of Schools.

3B.11.3.15 Director of Legal Services (February, 2010)

The Director of Legal Services is responsible to the Assistant Superintendent for Administration for the following:

Provide general legal counsel to the Board of Education, Superintendent and other administrators and employees as requested.

Serve as primary litigation counsel as directed by the Board of Education or Superintendent.

Oversee and work with outside counsel on resolution of legal claims and in litigation.

Serve as chairperson for the committee appointed by the Board of Education to hear cases of certain students attempting to register in the district.

Review and revise Board of Education policies.

Review and revise district contracts.

Administer district liability, property, fleet and builder's risk construction insurance programs.

3B.11.3.15 (continued)

Administer district worker's compensation and unemployment compensation programs.

Administer district student insurance program

Other duties as assigned by the Superintendent of Schools, Deputy Superintendent, or Assistant Superintendent for Administration.

3B.11.3.16 **Director of Technology** (April, 2010)

The Director of Technology is responsible to the Deputy Superintendent- Curriculum and Instruction for the following:

Negotiate and maintain vendor contracts and relationships

Discuss, develop and enforce technology policy

Purchase and maintain network infrastructure, workstations, and servers

Develop and maintain department budget

Supervise department personnel

Other duties as assigned by the Superintendent of Schools or Deputy Superintendent - Curriculum and Instruction.

3B.12 Principals

3B.12.1 Qualifications and Duties (December, 1994)

The Board of Education shall, upon the recommendation of the Superintendent, elect and appoint such principals and assistant principals as may be required and deemed necessary for the proper administration and supervision of the schools within the system. Such principals and assistant principals shall have charge of their respective schools as the policies, rules, and regulations of board of education, and the assignments of the superintendent shall prescribe. Principals shall be directly responsible to the assistant superintendent - administration. Assistant principals shall be directly responsible to the principal of their assigned building. All principals' efforts shall be directed in a constructive manner toward the coordination and the most effective operation of the school program.

The Board of Education shall review the contracts and salary of principals and assistant principals each February taking into consideration the recommendations of the Superintendent of Schools.

If a principal or assistant is originally scheduled according to a master's degree scale and he/she receives a specialist's degree or a doctor's degree, his/her salary will be adjusted to the same increase as a teacher going from masters +16 to specialists within 45 days of receipt of transcript in the personnel office.