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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 or 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 re-employment 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 re-employment 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 (12) 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

3B.3 (continued)

by the Blue Springs School District July 1 through June 30 of the current fiscal year.

<u>Years of Service</u>	<u>Days Accrued Per Months</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 12 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 (12) 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, 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 (June, 2022)

The board of education shall grant administrators sick leave each contract period on the following basis:

Ten-month administrators - eight (8) days per contract period

Twelve-month administrators - ten (10) days per contract period

The sick leave will be granted 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 twenty (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

3B.5 (continued)

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, 10/08, 6/22

3B.5.1 **Bereavement Leave** (April, 2021)

The board of education shall grant 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. Administrators may be permitted to use additional vacation or personal business days following the use of paid bereavement leave.

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

Rev. 5/98, Rev. 7/09, Rev. 4/21

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.5.3 **Staff Absences and Tardiness** (January, 2018)

Consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive or unreasonable absences, which includes situations where employees repetitively come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board, the superintendent, an authorized supervisor or otherwise required by law, an employee's absence, tardiness or early departure (hereinafter "absence") will be considered

3B.5 (continued)

excessive or unreasonable in any of the following circumstances:

- The absence is for a reason not granted as paid or protected leave under Board policy or law; or
- The absence results in the employee exceeding the amount of leave granted by the Board; or
- The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show); or
- The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required; or
- The employee does not obtain prior permission to be absent from the appropriate authorized supervisor (unless the authorized supervisor deems that obtaining prior permission was impractical and that special circumstances warrant authorizing the absence); or
- The absence is for any reason other than the one given for the absence; or
- The employee has failed to comply with the district's policies and regulations on short and/or long-term leaves, as well as specific building reporting protocols.

An employee who has unauthorized absences will be subject to disciplinary action up to and including termination from employment.

Even if the absence is authorized by the Board, the superintendent, an authorized supervisor or otherwise required by law, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's pay will be

3B.5 (continued)

docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

(This policy is also listed as 3C.14.8 and 3D.8.8.)

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 (12) 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 (continued)

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,

3B.9 (continued)

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 extracurricular 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.

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, CEA 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 Adoptions, 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.

3B.9 (continued)

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 Assistant Superintendents of Schools

3B.10.1 Qualifications (December, 1994)

The assistant superintendents shall meet the state requirements for assistant superintendents.

3B.10.2 Recruitment, Selection and Contract (March, 2020)

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

Rev. 12/94, 3/10, 3/2020

3B.10.3 Duties and Responsibilities

3B.10.3.1 Assistant Superintendent - Administration (May, 2021)

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

Supervise the District General Counsel

Supervise the Executive Director of Student Safety

3B.10 (continued)

Supervise and evaluate lead principals as per organizational chart

Supervise change of attendance boundaries

Serve as District Safety Officer

Assist the Assistant Superintendent of Operations with aspiring administrator programs

Serve as liaison to Retired Educators Association

Serve as Central Office liaison to the Parent Teachers Association

Organize and schedule Superintendent's councils (CEA, NEA, building representatives, student roundtable) and prepare agendas

Serve as a resource for school related legal matters

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

Serve as liaison to Community Educators Association, Missouri State Teachers Association and Missouri National Educators Association

Organize Citizens' Advisory Committee meetings and agendas

Approve the distribution of non-curricular materials

Plan and organize teacher convocation

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

Supervise volunteer program

Supervise Title IX for students

3B.10 (continued)

Coordinate crisis communication

Perform other duties as assigned by the Superintendent of Schools.

Rev. 10/02, 11/07, 2/10, 6/14

3B.10.3.2 Assistant Superintendent - Business Services (May, 2021)

The Assistant Superintendent of Business Services 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

Oversee external reports to federal, state and regional governmental entities; ensure figures submitted are accurate and 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 purchasing card program

Manage bond issuance and refunding

Ensure a sustainable debt service strategy

3B.10 (continued)

Attend community meetings such as Economic Development and TIF Commissions

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

Perform other duties as assigned by the Superintendent of Schools.

Rev. 10/02, 11/07

3B.10.3.3 Assistant Superintendent - Curriculum and Instruction (May, 2021)

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

Supervise Director of Elementary Education

Supervise Director of Secondary Education

Supervise Director of Technology

3B.10 (continued)

Supervise preparation of Core Data Report

Coordinate management of district student records and purging of student documents

Supervise K-12 library programs

Supervise Adult Basic Education

Supervise Community Education

Supervise collection of district student attendance data

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

Oversee Title I Programs and 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

Supervise as liaison to Blue Springs Schools Alumni Association

Coordinate textbook adoption

Supervise vocational education and technical education

3B.10 (continued)

Oversee virtual and distance learning Programs

Supervise dropout recovery

Monitor recovery education

Chair CSIP Committee

Oversee migrant education

Oversee Educational Cable Television Channel

Perform other duties as assigned by the Superintendent of Schools.

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

3B.10.3.4 Assistant Superintendent - Human Resources

(May, 2021)

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

Supervise Director of Human Resources and Benefits

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 online 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

3B.10 (continued)

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 Extra-Duty Pay schedule

Collaborate with the Superintendent, Assistant Superintendent of Business Services 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 and internship programs

3B.10 (continued)

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, and Retirement

Monitor and/or serve on the following district committees: Blueprint and Insurance

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 District General Counsel of employment issues that are litigious

Coordinate Title IX responsibilities for staff

Perform other duties as assigned by the superintendent of schools.

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

3B.10 (continued)

3B.10.3.5 Assistant Superintendent - Operations

(May, 2021)

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

Supervise Director of Buildings & Grounds

Supervise Director of Student Wellness and Nutritional Services

Supervise Director of Transportation

Serve as liaison to General Assembly

Coordinate election sites

Coordinate and lead aspiring administrators program

Assist with communication during crisis situations

Supervise district activities programs

Coordinate the use of district facilities

Perform other duties as assigned by the Superintendent of Schools.

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

3B.10.3.6 Assistant Superintendent - Special Services (May, 2021)

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

Administer IDEA Part B Entitlement funding, Early Childhood Special Education funding, Public Placement Fund, High Need Fund, and any additional special services department funding

3B.10 (continued)

Coordinate compliance with policies and procedures of the Board of Education, federal, state and local laws, regulations, and mandates

Prepare reports as required by federal, state, and local agencies regarding special education, 504, and other special services programs

Coordinate supervision of EC-12 special education and Section 504 programs, Multi-District Deaf/Hard of Hearing Program, Blue Springs School

District Deaf Program, Parents as Teachers, and other early childhood programs located at Liggett Trail Education Center

Develop local compliance plan for special education and submit to Board for approval

Supervise Director of Early Childhood/Special Services and Director of Special Services

Consult with and act as a resource to staff, parents, and outside agencies regarding Special Education and Section 504

Coordinate communication between the public school and outside agencies for students with disabilities and early childhood programs at Liggett Trail Education Center

Coordinate public awareness activities, procedures for educational surrogates, and independent educational evaluations

Develop and monitor EC-12 special services department budgets

Coordinate development of contracts with consultants, agencies, and vendors

3B.10 (continued)

Coordinate and direct program planning, program and services development, and general delivery of special education services

Coordinate development and adaptation of curriculum for specialized services

Coordinate the development and delivery of high-quality professional development for special services staff

Monitor staff caseloads and student progress

Perform other duties as assigned by the Superintendent of Schools.

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, 2020)

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.
Rev. 7/92, 3/10, 3/2020

3B.11.3 Duties and Responsibilities

3B.11.3.1 Director - Information/Public Relations
(May, 2021)

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

Assist with monthly Board of Education meetings, including Employee and Student of the Month

Advise and collaborate with district administrators in areas of communication

3B.11 (continued)

Participate in the education, promotion, and organization of bond or levy campaigns

Assist the Superintendent and Superintendent's Cabinet with district and community presentations, messaging, PowerPoints, and videos

Organize academic excellence program through grades 9-12

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, magazines, weekly, monthly, quarterly and annual publications, including social media platforms

Provide communication training and consultation for district personnel

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

Serve as the district media contact

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

3B.11 (continued)

Coordinate Business/Patron/School Partnership Program

Maintain website as communication tool for district patrons and staff

Develop and coordinate press releases

Provide publication graphics, editing, and photography assistance

Serve as the Executive Director of the Blue Springs Education Foundation

Perform other duties as assigned by the Superintendent of Schools.

Rev. 9/03, 11/07, 9/10, 6/12

3B.11.3.2 Executive Director - Student Safety

(May, 2021)

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

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

Oversee funding for safety programs and write grants as needed

Oversee and coordinate FEMA shelters for community use

Coordinate and oversee building emergency plans

Coordinate the building and district crisis plans

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

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

3B.11 (continued)

Review facts and circumstances of individual discipline cases with administrators

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

Coordinate referrals to juvenile authorities

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

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

Implement and supervise training of all staff in response to hostile/violent situations

Coordinate security needs assessment for the district

Serve as the Safety Coordinator for anti-violence programming as required by MSIP

3B.11 (continued)

Perform other duties as assigned by the Superintendent of Schools.

Rev. 10/02, 11/07, 9/03, 2/10

3B.11.3.3 District General Counsel (May, 2021)

The District General Counsel is responsible to the Assistant Superintendent of 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

Administer district worker's compensation and unemployment compensation programs

Administer district student insurance program

Prepare budget for legal services department

3B.11 (continued)

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

Rev. 2/10

3B.11.3.4 Director - Student and Diversity Services

(May, 2021)

The Director of Student and Diversity Services is responsible to the Assistant Superintendent of Administration for the following:

Supervise district social workers

Assist the Superintendent's designee for long-term suspensions

Supervise the School Satellite Programs

Oversee district diversity and programming

Serve as the Non-Discrimination Sensitivity Training instructor

Attend area alternative program meetings

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

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

Coordinate the Student Assistance Programs (SAP)

Serve as the Homeless Coordinator

Serve as the educational liaison for children in foster care

Assisting in the oversight of educational programs, dropout prevention and long-term discipline cases require knowledge and experience in education and

3B.11 (continued)

therefore, a valid Missouri Administrative Certificate is required.

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

Rev. 9/03, 2/10, 9/10, 6/12

3B.11.3.5 Director - Elementary Education (May, 2021)

The Director of Elementary Education is responsible to the Assistant Superintendent of 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

Assist with instructional material and textbook adoption projects

Serve as instructional programming consultant to elementary principals

Assist in development, acceptance, and management of competitive grants throughout the district

Assist with the elementary staff with professional development activities

Work with the CARE Team to assist with Missouri School Improvement Program responsibilities

Supervise the district's School Age Child Care Program (Prime Time)

Serve as initial Central Office administrative contact for student inquiries, needs, concerns, and discipline grievance issues and/or student discipline appeals for grades K-5

3B.11 (continued)

Due to the impact on student instruction/performance, this position requires a valid Missouri Administrator Certificate.

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

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

3B.11.3.6 Director - Secondary Education (May, 2021)

The Director of Secondary Education is responsible to the Assistant Superintendent of 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

Coordinate foreign exchange student program

Assist with the secondary staff professional development

Assist with Missouri School Improvement Program

Serve as an instructional programming 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

3B.11 (continued)

Serve as initial Central Office administrative contact for student inquiries, needs, concerns, and discipline grievance issues and/or student discipline appeals for grades 6-12

Coordinate and serve on the district Residency Waiver Committee

Coordinate homebound instruction program

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

Due to the impact on student instruction/performance, this position requires a valid Missouri Administrator Certificate.

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

Rev. 9/10

3B.11.3.7 Director - Technology (May, 2021)

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

Negotiate and maintain vendor contracts and relationships

Discuss, develop and enforce technology policy

Purchase and maintain network infrastructure, work stations, student issued devices, cloud services, curricular applications,

3B.11 (continued)

print/fax services, phones, and servers

Develop comprehensive technology plan and maintain a department budget

Supervise department personnel

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

Rev. 4/10

3B.11.3.8 Director - Human Resources and Benefits

(May, 2021)

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

Assist in planning, coordinating and supervising the operation of the Human Resources office

Supervise the Coordinator of Employee Benefits

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 online tool

Supervise district health services programs

Screen and interview applicants

3B.11 (continued)

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

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 and 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

3B.11 (continued)

the organization's policies and applicable laws

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

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

3B.11.3.9 Coordinator - Employee Benefits (May, 2021)

The Coordinator of Employee Benefits is responsible to the Director of Human Resources and Benefits 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 and Benefits with district retirement communication

3B.11 (continued)

Committee Responsibilities:

Insurance Committee-Chair
District Wellness Policy-Member
Health Advisory Council-Member

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

Rev. 2/10

3B.11.3.10 Director - Buildings and Grounds

(May, 2021)

The Director of Buildings and Grounds is responsible to the Assistant Superintendent of Operations for the following:

Maintain Buildings and Grounds budget and capital improvement planning

Coordinate maintenance, operation and care of all buildings and grounds

Inspect and evaluate facilities to maintain a positive instructional climate

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

Approve maintenance overtime

Coordinate the district Safety Program

Serve as District Safety Officer for buildings and grounds

3B.11 (continued)

Ensure compliance with ADA (Americans with Disabilities Act) in program and facility public accessibility

Must hold a valid Missouri teaching certificate

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

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

3B.11.3.11 Director - Transportation (May, 2021)

The Director of Transportation is responsible to the Assistant Superintendent of Operations 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

Oversee student discipline during periods of student transportation

To meet the needs and expectations for students and parents, the Director of Transportation must have knowledge and experience related to student issues and development, and strong communication skills.

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

Rev. 3/11

3B.11 (continued)

3B.11.3.12 Director - Student Wellness and Nutritional Services (May, 2021)

The Director of Student Wellness and Nutritional Services is responsible to the Assistant Superintendent of Operations for the following:

- Supervise all food service personnel
- Coordinate preparation of menus and ensure compliance with Federal and State requirements
- Oversee food service accounting
- Monitor free and reduced-price meal benefits
- Coordinate purchases of food, food service equipment, and food supplies
- Inspect and evaluate kitchen sites to maintain health department quality standards
- Supervise summer feeding program
- Develop and maintain Hazard Analysis Critical Control Point (HACCP)
- Coordinate compliance of student wellness policy requirements determined by USDA
- Supervise food distribution to all district cafeterias
- Perform other duties as assigned by the Superintendent of Schools or the Assistant Superintendent of Operations.

Rev. 10/02

3B.11.3.13 Director - Special Services (May, 2021)

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

- Assist the Assistant Superintendent of Special Services in ensuring

3B.11 (continued)

compliance with policies and procedures of the Board of Education, federal, state and local laws, regulations, and mandates

Assist in preparing reports as required by federal, state, and local agencies

Supervise K-12 special education and Section 504 programs

Coordinate Multi-District Deaf/Hard of Hearing Program

Coordinate Blue Springs School District Deaf Program

Assist in development of local compliance plan for special education

Collaborate with Director of Early Childhood/Special Services on transition from early childhood to Kindergarten

Develop Extended School Year programs

Consult with and act as a resource to staff, parents, and outside agencies regarding Special Education and Section 504

Serve as a liaison between the public school and outside agencies

Coordinate public awareness activities, procedures for educational surrogates, and independent educational evaluations

Assist in the development and monitoring K-12 special services budgets

Coordinate contracts with consultants, agencies, and vendors

Coordinate state school placements

3B.11 (continued)

Assist the Assistant Superintendent of Special Services in program planning, program and services development, and general delivery of special education

Assist with supervision and evaluation of personnel as determined by the Assistant Superintendent of Special Services

Assist in the development and adaptation of curriculum for specialized services

Attend parent meetings requiring special services administrative support

Develop and deliver high quality professional development

Monitor staff caseloads and student progress

Due to the impact on student instruction/performance, this position requires a valid Missouri Administrator Certificate.

Perform such other duties as assigned by the Superintendent of Schools or Assistant Superintendent of Special Services.

Rev. 10/02, 2/10, 9/10

3B.11.3.14 Director - Early Childhood/Special Services (May, 2021)

The Director of Early Childhood and Special Services is responsible to the Assistant Superintendent of Special Services for the following:

Assist the Assistant Superintendent of Special Services in ensuring compliance with policies and procedures of the Board of Education, federal, state and local laws, regulations, and mandates

3B.11 (continued)

Coordinate early childhood reports as required by federal, state, and local agencies

Supervise Cub Care Early Learning Center, Parents as Teachers, Early Childhood Special Education, and the Multi-Disabled Program at Liggett Trail Education Center

Collaborate with Director of Special Services on transition from early childhood to Kindergarten

Collaborate with Director of Special Services to develop Extended School Year programs

Consult with and act as a resource to staff, parents, and outside agencies

Coordinate required expenditure reports, grant application processes, inventory, licensing reports, and other reporting requirements to DESE for early childhood programs

Develop and monitor Liggett Trail Education Center programs' budgets

Assist the Superintendent of Special Services in program planning, program and services development, and general delivery programs

Assist with supervision and evaluation of personnel at Liggett Trail Education Center

Assist in the development and adaptation of curriculum early childhood programs

Attend parent meetings requiring administrative support

Develop and deliver high quality professional development

Monitor classroom/program size, caseloads, and student progress

3B.11 (continued)

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

3B.12 Principals

3B.12.1 Qualifications and Duties (March, 2020)

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.

Rev. 12/94, 3/2020

ADMINISTRATIVE SALARY SCHEDULE 2024-2025

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Elem Assistant 200	Elem Principal 200	MS Assistant 200	MS Principal 200	HS Assistant 200	HS Assist Activities 260	HS Activities Director 260	HS Associate 260	HS Principal 260	Assistant Director 260	District Director 260	Exec Director 260	Assistant Super 260	Deputy Super 260
30	\$ 103,485	\$ 128,965	\$ 113,590	\$ 144,340	\$ 123,840	\$ 118,715	\$ 128,965	\$ 139,360	\$ 159,860	\$ 134,235	\$ 149,610	\$ 164,985	\$ 190,465	\$ 205,840
29	\$ 102,085	\$ 127,365	\$ 111,990	\$ 142,740	\$ 122,240	\$ 117,115	\$ 127,365	\$ 137,960	\$ 158,460	\$ 132,835	\$ 148,210	\$ 163,585	\$ 188,865	\$ 204,240
28	\$ 100,685	\$ 125,765	\$ 110,390	\$ 141,140	\$ 120,640	\$ 115,515	\$ 125,765	\$ 136,560	\$ 157,060	\$ 131,435	\$ 146,810	\$ 162,185	\$ 187,265	\$ 202,640
27	\$ 99,285	\$ 124,165	\$ 108,790	\$ 139,540	\$ 119,040	\$ 113,915	\$ 124,165	\$ 135,160	\$ 155,660	\$ 130,035	\$ 145,410	\$ 160,785	\$ 185,665	\$ 201,040
26	\$ 97,885	\$ 122,565	\$ 107,190	\$ 137,940	\$ 117,440	\$ 112,315	\$ 122,565	\$ 133,760	\$ 154,260	\$ 128,635	\$ 144,010	\$ 159,385	\$ 184,065	\$ 199,440
25	\$ 96,485	\$ 120,965	\$ 105,590	\$ 136,340	\$ 115,840	\$ 110,715	\$ 120,965	\$ 132,360	\$ 152,860	\$ 127,235	\$ 142,610	\$ 157,985	\$ 182,465	\$ 197,840
24	\$ 95,085	\$ 119,365	\$ 103,990	\$ 134,740	\$ 114,240	\$ 109,115	\$ 119,365	\$ 130,960	\$ 151,460	\$ 125,835	\$ 141,210	\$ 156,585	\$ 180,865	\$ 196,240
23	\$ 93,685	\$ 117,765	\$ 102,390	\$ 133,140	\$ 112,640	\$ 107,515	\$ 117,765	\$ 129,560	\$ 150,060	\$ 124,435	\$ 139,810	\$ 155,185	\$ 179,265	\$ 194,640
22	\$ 92,285	\$ 116,165	\$ 100,790	\$ 131,540	\$ 111,040	\$ 105,915	\$ 116,165	\$ 128,160	\$ 148,660	\$ 123,035	\$ 138,410	\$ 153,785	\$ 177,665	\$ 193,040
21	\$ 90,885	\$ 114,565	\$ 99,190	\$ 129,940	\$ 109,440	\$ 104,315	\$ 114,565	\$ 126,760	\$ 147,260	\$ 121,635	\$ 137,010	\$ 152,385	\$ 176,065	\$ 191,440
20	\$ 89,485	\$ 112,965	\$ 97,590	\$ 128,340	\$ 107,840	\$ 102,715	\$ 112,965	\$ 125,360	\$ 145,860	\$ 120,235	\$ 135,610	\$ 150,985	\$ 174,465	\$ 189,840
19	\$ 88,085	\$ 111,365	\$ 95,990	\$ 126,740	\$ 106,240	\$ 101,115	\$ 111,365	\$ 123,960	\$ 144,460	\$ 118,835	\$ 134,210	\$ 149,585	\$ 172,865	\$ 188,240
18	\$ 86,685	\$ 109,765	\$ 94,390	\$ 125,140	\$ 104,640	\$ 99,515	\$ 109,765	\$ 122,560	\$ 143,060	\$ 117,435	\$ 132,810	\$ 148,185	\$ 171,265	\$ 186,640
17	\$ 85,285	\$ 108,165	\$ 92,790	\$ 123,540	\$ 103,040	\$ 97,915	\$ 108,165	\$ 121,160	\$ 141,660	\$ 116,035	\$ 131,410	\$ 146,785	\$ 169,665	\$ 185,040
16	\$ 83,885	\$ 106,565	\$ 91,190	\$ 121,940	\$ 101,440	\$ 96,315	\$ 106,565	\$ 119,760	\$ 140,260	\$ 114,635	\$ 130,010	\$ 145,385	\$ 168,065	\$ 183,440
15	\$ 82,485	\$ 104,965	\$ 89,590	\$ 120,340	\$ 99,840	\$ 94,715	\$ 104,965	\$ 118,360	\$ 138,860	\$ 113,235	\$ 128,610	\$ 143,985	\$ 166,465	\$ 181,840
14	\$ 81,085	\$ 103,365	\$ 87,990	\$ 118,740	\$ 98,240	\$ 93,115	\$ 103,365	\$ 116,960	\$ 137,460	\$ 111,835	\$ 127,210	\$ 142,585	\$ 164,865	\$ 180,240
13	\$ 79,685	\$ 101,765	\$ 86,390	\$ 117,140	\$ 96,640	\$ 91,515	\$ 101,765	\$ 115,560	\$ 136,060	\$ 110,435	\$ 125,810	\$ 141,185	\$ 163,265	\$ 178,640
12	\$ 78,285	\$ 100,165	\$ 84,790	\$ 115,540	\$ 95,040	\$ 89,915	\$ 100,165	\$ 114,160	\$ 134,660	\$ 109,035	\$ 124,410	\$ 139,785	\$ 161,665	\$ 177,040
11	\$ 76,885	\$ 98,565	\$ 83,190	\$ 113,940	\$ 93,440	\$ 88,315	\$ 98,565	\$ 112,760	\$ 133,260	\$ 107,635	\$ 123,010	\$ 138,385	\$ 160,065	\$ 175,440
10	\$ 75,485	\$ 96,965	\$ 81,590	\$ 112,340	\$ 91,840	\$ 86,715	\$ 96,965	\$ 111,360	\$ 131,860	\$ 106,235	\$ 121,610	\$ 136,985	\$ 158,465	\$ 173,840
9	\$ 74,085	\$ 95,365	\$ 79,990	\$ 110,740	\$ 90,240	\$ 85,115	\$ 95,365	\$ 109,960	\$ 130,460	\$ 104,835	\$ 120,210	\$ 135,585	\$ 156,865	\$ 172,240
8	\$ 72,685	\$ 93,765	\$ 78,390	\$ 109,140	\$ 88,640	\$ 83,515	\$ 93,765	\$ 108,560	\$ 129,060	\$ 103,435	\$ 118,810	\$ 134,185	\$ 155,265	\$ 170,640
7	\$ 71,285	\$ 92,165	\$ 76,790	\$ 107,540	\$ 87,040	\$ 81,915	\$ 92,165	\$ 107,160	\$ 127,660	\$ 102,035	\$ 117,410	\$ 132,785	\$ 153,665	\$ 169,040
6	\$ 69,885	\$ 90,565	\$ 75,190	\$ 105,940	\$ 85,440	\$ 80,315	\$ 90,565	\$ 105,760	\$ 126,260	\$ 100,635	\$ 116,010	\$ 131,385	\$ 152,065	\$ 167,440
5	\$ 68,485	\$ 88,965	\$ 73,590	\$ 104,340	\$ 83,840	\$ 78,715	\$ 88,965	\$ 104,360	\$ 124,860	\$ 99,235	\$ 114,610	\$ 129,985	\$ 150,465	\$ 165,840
4	\$ 67,085	\$ 87,365	\$ 71,990	\$ 102,740	\$ 82,240	\$ 77,115	\$ 87,365	\$ 102,960	\$ 123,460	\$ 97,835	\$ 113,210	\$ 128,585	\$ 148,865	\$ 164,240
3	\$ 65,685	\$ 85,765	\$ 70,390	\$ 101,140	\$ 80,640	\$ 75,515	\$ 85,765	\$ 101,560	\$ 122,060	\$ 96,435	\$ 111,810	\$ 127,185	\$ 147,265	\$ 162,640
2	\$ 64,285	\$ 84,165	\$ 68,790	\$ 99,540	\$ 79,040	\$ 73,915	\$ 84,165	\$ 100,160	\$ 120,660	\$ 95,035	\$ 110,410	\$ 125,785	\$ 145,665	\$ 161,040
1	\$ 62,885	\$ 82,565	\$ 67,190	\$ 97,940	\$ 77,440	\$ 72,315	\$ 82,565	\$ 98,760	\$ 119,260	\$ 93,635	\$ 109,010	\$ 124,385	\$ 144,065	\$ 159,440

*Adminstrators with a Doctorate will earn an annual stipend of \$2,000 or administrators with a Specialist will earn an annual stipend of \$1,000

**For each year as an administrator, the employee will earn \$200 annually

Approved by the Board of Education, March 14, 2024