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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:

### 3B.3 (continued)

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.

<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, 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 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 or

### 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, 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.

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.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 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 doctor's degree, his/her salary will be adjusted to the same increase as a teacher going from masters +16 to specialists within forty-five (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 (continued)

**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
- Supervise collection of district student attendance data
- Serve as Title I, II, 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

**3B.10** (continued)

Supervise instructional and general  
technology administration

Oversee summer school

Supervise 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

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

**3B.10** (continued)

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 Deputy Superintendent-Operations.

*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:

Supervise Director of Human Resources

Supervise the Director of Employee 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

**3B.10** (continued)

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

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 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

Collaborate with the Superintendent, Assistant Superintendent-Business Services, and representative district committee on Salary Schedule development

Oversee and manage salary schedules placing employees appropriately

**3B.10** (continued)

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, and Retirement

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

**3B.10** (continued)

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 Deputy Superintendent-Operations 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 Deputy Superintendent - Operations**

(June, 2014)

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

Supervise the Director of Legal Services

Supervise Director of Information/Public Relations



**3B.10** (continued)

Supervise principals as per  
organizational chart

Serve as liaison to General Assembly

Supervise change of attendance  
boundaries

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

Coordinate election sites

Plan and organize teacher convocation

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 Deputy Superintendent-Operations 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, Rev. 6/14*

3B.10 (continued)

**3B.10.3.5 Assistant Superintendent-Community and Student Services** (June, 2014)

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

Supervise Director of Community Services

Supervise district activities programs

Monitor state reports

Supervise district health services programs

Serve as liaison to Retired 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

**3B.10** (continued)

Manage juvenile court notification documents

Facilitate update of Board of Education policies

Organize communications during crisis situations

Coordinate weekly administrative report

Oversee all programs at Hall-McCarter Education Center

Perform other duties as assigned by the Superintendent of Schools

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

*Rev. 9/03, Rev. 11/07, Rev. 2/10, Rev. 6/12, Rev. 6/14*

**3B.10.3.6 Assistant Superintendent-Business Services**

(March, 2018)

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

Supervising the accounting, purchasing, accounts payable and payroll staff

Providing for proper internal control and accounting procedures

**3B.10** (continued)

Preparing external reports to federal, state and regional governmental entities and insuring figures submitted agree with the general ledger

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

Supervising budgeting function (preparation, amendments, control, projections, and analysis)

Overseeing data processing for budget and the business office

Managing investment program

Supervising business department

Maintaining district inventory

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

Preparing and analyzing financial information for administrative level decision-making

Assisting and overseeing the district budget, general ledger and monitoring line items and reporting significant variances

Overseeing district cash flow analyzing revenues and expenditures and recommending investment of funds

Overseeing the monthly reconciliation of all bank accounts

Submitting monthly financial and investment reports

Coordinating business office technology requirements with technology department

3B.10 (continued)

Attending district administrative meetings and board meetings

Performing other duties as assigned by the Superintendent of Schools.

*Rev. 10/02, Rev. 11/07, 2/18*

**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 forty-five (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**

(September, 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

Inspect and evaluate facilities to maintain a positive instructional climate

Supervise maintenance staff

**3B.11** (continued)

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

Ensure compliance with Section 504, Part C, and 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-Management Services.

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

**3B.11.3.2 Director of Transportation** (March, 2011)

The Director of Transportation is responsible to the Assistant Superintendent-Management Services 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

**3B.11** (continued)

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, adolescent development and strong communication skills.

The position of Director of Transportation will be required to have valid certification as a school administrator.

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

*Rev. 3/11*

**3B.11.3.3 Director of Secondary Education**

(September, 2010)

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

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

**3B.11** (continued)

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

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 Deputy Superintendent-Curriculum and Instruction.

**3B.11.3.4 Director of Student Wellness and Nutritional Services** (March, 2018)

The Director of Student Wellness and Nutritional Services shall be responsible to the Assistant Superintendent-Management Services for the following:



**3B.11** (continued)

Creating and coordinating comprehensive plan for student wellness program for the district

Overseeing the nutritional programs offered to students

Overseeing the food services department that serves meals

Maintaining high standards of sanitation and safety, records of income and expenditures, food, supplies, personnel and equipment

Facilitating cooperation in regard to wellness and nutritional offerings with education partners such as administrators, teachers, parents, and students

Supervising all food service personnel

Preparing menus

Overseeing food service accounting

Monitoring free and reduced price meal program

Supervising food distribution to all district cafeterias

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

*Rev. 10/02, 2/18*

**3B.11.3.5 Director of Special Education** (September, 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

**3B.11** (continued)

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

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 or Deputy Superintendent-Curriculum and Instruction

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

**3B.11.3.6 Director of Elementary Education**

(September, 2010)

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

**3B.11** (continued)

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

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

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 Deputy Superintendent-Curriculum and Instruction.

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

**3B.11.3.7 Director of Information/Public Relations**  
(June, 2012)

The Director of Information/Public Relations is responsible to the Assistant Superintendent-Community and Student Services for the following:

**3B.11** (continued)

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

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

Develop district calendar

Develop and coordinate press releases

Assist with the volunteer program

**3B.11** (continued)

Provide publication graphics,  
editing, and photography assistance

Perform other administrative duties  
as may be assigned.

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

**3B.11.3.8 Director of Community Services** (June,  
2012)

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

Supervise district social workers

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

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

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

Serve as the Homeless Coordinator

**3B.11** (continued)

Serve as the educational liaison for children in foster care

Coordinate referrals to juvenile authorities

Provide conflict resolution/mediation for Blue Springs School District.

Oversight of educational programs, dropout prevention and long-term discipline cases require knowledge and experience in education and therefore, a valid Missouri Administrative Certificate is required.

Perform other administrative duties as may be assigned.

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

**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

**3B.11** (continued)

Maintain financial reports of expenditure and revenue funds

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.

**3B.11** (continued)

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.

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



**3B.11** (continued)

Oversee and manage the application process using an online 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

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

**3B.11** (continued)

Supervise employees directly in the human resource department

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

Recruiting and selecting quality educators, evaluating and retaining quality staff and many other functions of this position require knowledge and experience in education. A valid Missouri Administrator Certificate is required.

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

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

**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

**3B.11** (continued)

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.

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

**3B.11.3.13 Director of Employee Benefits** (February,  
2010)

The Director of Employee Benefits 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

3B.11 (continued)

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 of Schools or Assistant Superintendent-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

3B.11 (continued)

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 Deputy Superintendent-Operations 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 Board of Education policies

Review and revise district contracts

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

**3B.11** (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-Curriculum and Instruction or Deputy Superintendent-Operations.

**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, work stations 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.11.3.17 Director of Family and Community Education** (September, 2010)

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

### 3B.11 (continued)

Oversee and coordinate service of  
Parents as Teachers

Oversee and coordinate Community  
Education. This position requires  
knowledge and experience of early  
childhood education and adult  
education, therefore, requiring a  
valid Administrator Certificate.

Perform 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 forty-five (45) days of receipt of transcript  
in the personnel office.