

UNIT ORGANIZATION

Section 6 - Administration

A. Concept of Administration

The administration of ESU #13 is responsible for the direction, coordination, and control of staff and programs in their efforts to achieve the mission and educational goals adopted by the Board within the guidelines established by Board policy and law.

To demonstrate leadership, develop positive relationships within the community and resolve problems that arise internally and/or externally, the Board expects the administration to specialize in the following:

1. decision making and communication
2. planning, organizing, implementing, and evaluating
3. coordinating and guiding the various centers of power within ESU #13 and the community to enable people to work together as a team for the purpose of education that might not be possible if done separately

The administration is expected to create and maintain appropriate mechanisms such as councils and committees to accomplish the following:

1. foster good communications within the staff
2. allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them

Legal Reference:	Nebraska Statute: 79-1219
Date of Adoption:	6/18/19
Updated:	

B. Administrator

The administrator to be employed by the Board shall be a person experienced in public school administration, shall hold a superintendent endorsement on his/her valid Nebraska Professional Administrative Certificate, and shall meet all other requirements issued through the Nebraska Department of Education.

The administrator will serve as the executive officer of the Board and as supervisor of ESU #13 services. The Board, at its discretion, may enter into a contract with the administrator for one, two or three years but not to exceed a three-year period. The contract with the administrator is to be acted on at the regular February meeting. Length of the contract and salary shall be set at the time the contract is acted upon by the Board. The employment, in so much as it applies to the administrator, shall begin July 1.

A formal appraisal of the job performance of the administrator of ESU #13 will be conducted annually. The appraisal will be conducted by the Board using an evaluation instrument approved by the Board.

Legal Reference:	Nebraska Statute: 79-1219 NDE Rule 21; NDE Rule 84.005.01
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C. Duties and Function of the Administrator

The administrator is the chief executive officer of ESU #13. As chief executive officer, the administrator is delegated the authority and responsibility for the overall administration of ESU #13 in all of its aspects. The administrator shall carry out the executive and administrative functions in accordance with Board policies and directives in compliance with law. The administrator may organize an administrative and supervisory team to provide effective and efficient administration of the policies of the Board of ESU #13, administration rules and regulations, and the services provided to schools served.

The administrator is delegated the authority and responsibility for the efficient execution of all decisions made by the Board concerning the internal operation of ESU #13. The administrator shall further perform duties which are specifically designated in the policies as duties of the administrator, duties assigned to the administrator by the Board, duties that are established in the administrator's employment contract and job description, and duties that are mandated by law as the responsibility of the administrator.

The general duties and functions of the administrator are as follows:

1. Policies: The administrator's responsibilities related to policies are as follows:
 - a. to develop the administrative procedures, rules and regulations required to assure efficient implementation of board and administrative policy;
 - b. to present the Board with new or amended policies as appropriate to serve the role and mission of ESU #13 and meet changing requirements of law;
 - c. to implement Board policies and assure compliance with Board policies;
 - d. to assure that the Board policies are available for review upon request at the administrative office of ESU #13; and
 - e. to allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.
2. Personnel: The administrator is responsible for the overall management of staff. Responsibilities related to personnel include the following:

- a. to recommend administrative and supervisory positions for approval by the Board. The Board will approve the broad purpose and function of administrative and supervisory positions;
 - b. to assign, supervise and evaluate administrators and supervisors and direct them in the performance of their duties;
 - c. to assign or reassign employees in the best interest of ESU #13. Requests for reassignment shall be submitted to him/her and shall be subject to his/her decision;
 - d. to recommend the initial employment, renewal, reduction in force, amendment, termination, and the cancellation or non-renewal of contracts of certificated staff. The administrator will establish terms of employment for approval by the Board;
 - e. to hire and approve the initial employment and continuing employment of classified staff;
 - f. to be responsible for evaluating the performance of ESU #13 personnel and shall make appropriate recommendations to the Board regarding the continuation, amendment, termination or non-renewal of the contract for employment for each certificated employee;
 - g. to reclassify and/or grant merit salary increases to classified personnel based on recommendations from the employee's immediate supervisor or director;
 - h. to prepare written job descriptions for employees;
 - i. to prepare and distribute staff handbooks. Staff handbooks that are approved by the Board shall be deemed to be policies of the Board and shall have the same effect as Board-adopted policies;
 - j. to develop and provide an effective staff development program;
 - k. to make assignments of personnel to their particular schools and responsibilities as determined appropriate;
 - l. to discipline staff and terminate or recommend termination of employment when appropriate;
 - m. to create and maintain appropriate mechanisms such as councils and committees to foster good communications within the staff and to allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them; and
 - n. to provide in-services that are aligned with ESU #13 priorities and develop and implement a continuous improvement process to promote quality learning, equity, and accountability.
3. Budget: The administrator's responsibilities related to the budget are as follows:
- a. to prepare the annual budget for the operations of ESU #13 with the assistance of staff, give required budget hearing notices, present the budget for approval by the Board, and file such reports and forms related to the budget and tax levy process as required; and
 - b. to make every attempt possible to operate within the limits set forth by the budget.

4. Services: The administrator shall communicate and provide leadership with regard to the determination of services to be provided to member school districts and services to be provided to other schools or entities via contract. The administrator shall ensure that the services are provided in a satisfactory manner.
5. Purchases and Contracts: The administrator's responsibilities related to purchases and contracts are as follows:
 - a. to be in charge of all financial matters of ESU #13;
 - b. to study and recommend to the Board fiscally prudent and suitable purchases and contracts for which Board action is required pursuant to law or Board policy. Where Board action is not required, to approve such purchases and contracts after appropriate consultation with other administrators and appropriate staff, or to provide oversight of those staff that are delegated such purchasing responsibilities;
 - c. to maintain a current inventory of ESU #13 property;
 - d. to assure that ESU #13 facilities, equipment and property are appropriately maintained; and
 - e. to provide long-range and short term planning concerning facilities.
6. Board and Community Communications. The administrator's responsibilities related to communications with the Board are as follows:
 - a. to prepare and send out agenda, special reports and minutes for Board meetings;
 - b. to prepare for and attend all Board meetings unless excused;
 - c. to promptly inform the Board of decisions or actions taken that are not covered in Board policies or by Board action. The administrator shall have authority to make such decisions or take such actions on behalf of ESU #13 where the administrator reasonably determines that it is necessary to do so;
 - d. to keep the Board informed concerning the total ESU #13 programs and operations;
 - e. to keep the Board informed on the status of programs and services being provided member schools and the need for new programs and services as identified and recommended by member schools;
 - f. to communicate to the schools and the community information about the activities of ESU #13 and publish reports on such activities as legally required;
 - g. to develop and implement a plan to ensure that effective communication, cooperation, and collaboration occurs with external agencies and community organizations that align with the role and mission of ESU #13;
 - h. to coordinate and guide the stakeholders within ESU #13 and the community to cooperatively enhance efficiency and effectiveness of ESU #13 programs and services;
 - i. to keep abreast of the trends and changes in education for possible implementation of selected programs. The administrator will be

expected to attend district, state, and national conventions of professional educational organizations. The administrator will secure advance approval from the Board before attending any out of state convention. The administrator will report to the Board such information that is learned at such programs that will require Board action. Reimbursement for expenses allowed shall be in accordance with Board Policy; and

- j. the administrator shall, prior to July 1 of each year in which a statewide primary election is to be held, certify to the election commissioner or county clerk of each county located within ESU #13 the corporate name of each school district located within the county. If a school district is a joint school district located in two or more counties, the administrator shall certify to each election commissioner or county clerk the educational service unit of which the school district is considered to be a part.

The administrator is responsible to maintain the official records of ESU #13.

The administrator or his/her designee shall be responsible for developing a plan for the ongoing exploration of outside funding resources to support the role and mission of ESU #13 (i.e., grants).

The administrator shall serve as a member of the Educational Service Unit Coordinating Council.

The administrator or his/her designee shall be responsible for the scheduling and use of the facilities of ESU #13.

The administrator is to delegate duties to other members of the administrative team or other staff as required for the effective administration of ESU #13, except in such matters that Board policy, Board action, or law prohibits the delegation. The administrator remains responsible for assuring that the delegated duties are performed as required.

On or before January 31 of each year, the administrator shall submit to the Commissioner of Education a report described as the annual financial report showing (a) the amount of money received from all sources during the year and the amount of money expended by the educational service unit during the year, (b) other information as necessary to fulfill the requirements of Nebraska Statute 79-1241.03, and (c) such other information as the commissioner directs.

The administrator is expected to adhere to the “Code of Ethics” for certificated educators as adopted by the Nebraska Department of Education and the ethical code of the American Association of School Administrators.

Legal Reference:	Nebraska Statutes: 13-905; 79-1217(6); 79-1245, 79-1229(1) NDE Rule 27
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D. Line of Responsibility

Each ESU #13 employee is responsible to the Board through the administrator. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary.

Employees have the right to appeal decisions made by an administrative officer to the next higher authority and thus through successive steps to the Board on matters regarding continuation of employment, terms and conditions of employment, and matters of policy and procedures.

Legal Reference:	
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