

**Spearfish School District 40-2  
2000 Administration**

Administrative Regulation

Code: 2300AR

**DESCRIPTIONS OF ADMINISTRATIVE POSITIONS**

SUPERINTENDENT - The superintendent is chief executive officer to the board of education; the coordinating officer who marshals many functions and specialists toward the accomplishment of the goals of the district and the official liaison between the professional staff and the board of education. Such an officer may delegate responsibility for the operation of various segments of his/her responsibilities but shall be accountable to the board for the results achieved.

PRINCIPAL - The principal is responsible for all services carried on in the domain of his/her building as they relate to System goals and priorities. His/her scope of responsibility encompasses every phase of the school program and school personnel. This includes the instructional program, certificated and classified staff, student body, plant maintenance and community relationships. He/she will report directly to the superintendent.

BUSINESS MANAGER - The business manager will provide and maintain all financial matters of the school district. The business manager will advise the superintendent, as required, and will report directly to the superintendent.

SPECIAL EDUCATION DIRECTOR - The special education director will advise the superintendent as it relates to the special education program of the district. The special education director will report directly to the superintendent.

ACTIVITIES DIRECTOR - The activities director will advise the building principal on his/her building activity programs and superintendent as it relates to the district activities program. The activities director will report directly to the building principal and/or superintendent.

ASSISTANT PRINCIPAL - The assistant principal recognizes the principal as the chief administrative officer of the school to which the assistant principal is assigned. The assistant principal has prime responsibility to coordinate and perform duties within the authority delegated by the principal.

CURRICULUM DIRECTOR - The curriculum director provides the leadership for curriculum development, implementation and revision across the K-12 spectrum (~~providing opportunities~~) to "empower all students to succeed in a changing world." The Curriculum Director reports directly to the superintendent.

Adopted	<u>November 11, 1996</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>April 10, 2006</u>
Revised	<u>February 14, 2011</u>
Revised	<u>May 11, 2015</u>