

Administration

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Appointment:

The Superintendent must meet the qualifications set forth by the State Board of Education and must hold the proper certificate. Selection will be made by the Board of Trustees. Applications will be received by the clerk of the Board and screened down to the number the Board may wish to interview. Contractual provisions will be determined by the Board. The term of service shall be 12 months.

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LEGAL REFERENCE:

Idaho Code Sections 33-513

ADOPTED: 9/19/77

AMENDED:

REVIEWED: 3/10/03

1. Attends and participates in all meetings of the Board and its committees, except when own employment of salary is under consideration.
2. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
3. Prepares the annual operating budget recommendations and implements the Board approved budget.
4. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
5. Inform and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
6. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
7. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board information and record.
8. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the school.
10. Keeps the public informed about modern educational practices, educational trends and the policies, practices, and problems in the district's schools.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.

12. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
13. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis
14. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alternations and changes in the buildings and equipment of the district.
15. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
16. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
17. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
18. Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
19. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
20. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
21. Performs such other tasks as may from time to time be assigned by the Board.
22. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlement, and allocations offered relevant to the needs of the district.
23. Along with the Board, interested lay people, and the professional staff, plans the wise utilization of funds available to the schools through the various federal programs.
24. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.

25. Obtains information, data, and application forms necessary to fulfill the requirements of application and assumes responsibility for the writing of all proposals and filing of all applications for federal moneys.
26. Evaluates all federally funded projects in operation in the district on a regular basis.



LEGAL REFERENCE:

Board Action

ADOPTED: 9/19/77

AMENDED:

REVIEWED: 3/10/03

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with the District's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses, as well as performance areas needing improvement.

At least fifty percent (50%) of the evaluation will be based on objective measures of growth in student achievement as determine by the Board. The Board has selected the following as the District's measure(s) of growth in student achievement for evaluating the Superintendent: The District's adopted Superintendent Evaluation Document.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.



LEGAL REFERENCE: Idaho Code Section 33-513 Professional personnel
Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-
BLW, 2006 U.S. Dist. Ct. LEXIS 52243

ADOPTED: 9/19/77

AMENDED: 9/9/85, 7/16/90, 7/30/90, 4/14/03, 9/10/2012

The Principal must meet the qualifications set forth by the State Board of Education and must hold the proper certificate. The Superintendent will forward recommendations to the Board for employment. Term of service shall be ten (10) months. Principals are administrative heads of respective buildings and as such are responsible for the enforcement of all rules and direction of the Superintendent. Teachers and janitors will follow directions of their Principals.



LEGAL REFERENCE:

Idaho Code Sections 33-513

ADOPTED: 9/19/77

AMENDED: 6/9/2003

1. Establish and maintains an effective learning climate in the school
 - a. Establish guides for proper student conduct
 - b. Maintains high standards for student conduct
 - c. Enforces discipline consistently, uniformly and fairly according due process to students
 - d. Practices preventive discipline by means of open and effective communication with parents and students

2. Serves as educational leader of the school
 - a. Works to assure that a strong teaching staff is selected by:
 1. Screening applicants
 2. Conducting interviews
 3. Recommending effective and capable candidates for hiring.
 - b. Assists in the orientation and in service training of teachers.
 - c. Works to improve classroom instruction by:
 1. Making frequent observations
 2. Counseling all staff members regarding their performance
 3. Rendering fair appraisal of teachers
 4. Recommending probation and/or termination of employees whose work is unsatisfactory.
 - d. Directs the development, evaluation, and improvement of curriculum
 - e. Works with special services staff to improve educational opportunities for students with special problems

3. Is an effective school manager
 - a. Develops and maintains accurate financial records and reports to the board.
 - b. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
 - c. Develops school schedules that meet the students needs and provides for the efficient use of teacher's time.
 - d. Supervises non-teaching personnel and works with them to improve the school.

4. Plans, organizes and directs school activities
 - a. Supervises co-curricular activities and programs
 - b. Keeps the superintendent informed of school activities and programs.
 - c. Interprets and enforces district policies and administrative directives pertaining to school activities.

5. Develops effective personal and public relations with various groups through effective communication.
 - a. Secures the cooperation of the faculty and the community in setting and achieving the goals of the school.

- b. Communicates clearly and effectively with staff individually and through staff meetings.
 - c. Acts as liaison between the school and the community interpreting activities and policies of the school and encouraging community participation in school life.
 - d. Responds to written and oral requests for information by the superintendent, the board and others
6. Demonstrates personal leadership qualities
- a. Appearance: appearance and demeanor set an appropriate example for teachers and pupils.
 - b. Initiative: shows sustained effort and enthusiasm in the quality and quantity of work accomplished.
 - c. Communications skills: communicates effectively in front of groups; speaks distinctively; uses standard oral and written English.
 - d. Professional growth: Continues professional study; attends professional meetings regularly; reads current professional literature.



LEGAL REFERENCE:

Board Action

ADOPTED: 2/10/92

AMENDED: 6/9/2003

Evaluation of Administrative Staff

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established evaluative criteria. For building based school administrators such evaluation, except for that of the Superintendent, will include a section for input received from parents or guardians. Parental or guardian input forms will be made available on the main District webpage. The Board shall determine the manner and weight of parental input on the evaluation.

All Principal's must be evaluated on or before May 1st. The Principal evaluation shall be a weighted evaluation in which sixty-seven percent (67%) of the evaluation results are based on Professional Practice. The Professional Practice portion of the evaluation must be aligned to the Domains and Components listed in Subsection 121.01a through 121.01c of Charlotte Danielson Framework for Teaching Second Edition. The remaining thirty-three percent (33%) of the evaluation results are based on multiple objective measures of student achievement.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within five (5) days following the conference.



LEGAL REFERENCE:

Idaho Code Section 33-513 Professional Employees
Idaho Code Section 33-518 Employee Personnel Files

ADOPTED: 9/19/77

AMENDED: 9/10/2012, 9/11/2017

REVIEWED: 6/9/2003