

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Code No. 300**

**Policy Title: SCHOOL DISTRICT ADMINISTRATION GOALS AND OBJECTIVES**

The purpose of school administration is to help create and to foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the goals and objectives and the mission statement created by the District.

The Board and the administrators of the District shall work together to share information in decisions under a management team concept. The Board and the administration shall work together in making decisions and setting goals for the District. This effort is designed to obtain, share and use information to solve problems, make decisions and formulate policies and regulations concerning the District.

The administrators of the District shall be responsible for implementing and enforcing the policies of the Board, overseeing the employees, monitoring educational issues confronting the District and informing the Board about District operations. Each administrator shall be responsible for fully participating in the management of the District by investigating, analyzing and expressing their views on issues.

**Date of Adoption:**

July 1, 1985

**Reviewed & Revised:**

September 3, 1991

August 7, 1995

May 21, 2001

March 7, 2006

January 21, 2013

February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**

**Series 300**

**Code No. 301**

**Policy Title: ADMINISTRATORS**

The superintendent, the building principals and any other administrators, for purposes of this Section (Section 300) of this Policy, shall be referred to collectively as “administrators.”

Superintendent of the School District

The Superintendent of the School District shall be the head administrator and the executive officer of the Board of Directors, and shall be directly responsible to the Board for the execution of the District’s policies, for the faithful and efficient observance of the District’s rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

Other Administrators of the School District

The building principals and other administrators shall assist the superintendent and the Board in the daily operation of the District.

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May 21, 2001

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**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: ADMINISTRATOR CONTRACTS**

**Code No. 302**

The length of time of the contract for employment between an administrator and the District shall be determined by the Board and stated in the contract. The contract shall also state the terms of employment.

The first two (2) years of the administrator's employment will be considered a probationary period. The Board may waive this probationary period or may extend this probationary period for an additional year upon the consent of the administrator.

In the event of termination of the administrator's contract, the Board shall afford the administrator appropriate due process. The administrator and Board may mutually agree to terminate the administrator's contract.

**Date of Adoption:**  
January 21, 2013

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February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: ADMINISTRATOR SALARY AND OTHER COMPENSATION**

**Code No. 303**

The Board has complete discretion to set the salary of the administrators. It shall be the responsibility of the Board to set the salary and benefits of the administrators that will include consideration of, but not be limited to, the economic condition of the District and the training, experience, skill and demonstrated competence of the administrators. The salary shall be set at the beginning of each contract term and shall be included in the contract.

In addition to the salary and benefits, the administrator's actual and necessary expenses may be paid by the District when the administrator is performing work-related duties. The Board may approve the payment of other benefits or items of an administrator's contract.

**Date of Adoption:**

January 21, 2013

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February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS**  
**Code No. 304**

**Superintendents**

In order to provide the most capable leadership available for the District, the Board of Directors will engage in a search for applicants for the position of Superintendent of the School District. The services of a consultant may be engaged to assist in screening candidates to be interviewed by the Board of Directors.

**Other Administrators**

In order to provide valuable administrative assistance, including qualified building principals and other administrators, the Board of Directors will consider applicants who meet or exceed the standard set by the Iowa Department of Education and the qualifications established in the job description for the position.

**Date of Adoption:**

January 21, 2013

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February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: SUPERINTENDENT DUTIES**

**Code No. 305**

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;

- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for 12 month employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

**Date of Adoption:**

January 21, 2013

**Reviewed & Revised:**

February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: ADMINISTRATOR DUTIES**

**Code No. 306**

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

**Date of Adoption:**  
December 21, 1987



**Administrative Duties con't Code No. 306**

**Reviewed & Revised:**

September 3, 1991

October 7, 1996

August 2, 1999

June 5, 2000

May 21, 2001

March 7, 2006

January 21, 2013

February 20, 2017

## **SCHOOL DISTRICT ADMINISTRATION**

### **Series 300**

**Policy Title: EVALUATION OF ADMINISTRATORS**

**Code No. 307**

#### **Superintendent**

The Board will conduct an ongoing evaluation of the superintendent's skills, abilities and competence. The Board will evaluate the performance of the superintendent, providing feedback and direction related to demonstrated skills, abilities, competence, and continuing professional growth. At a minimum, the Board will formally evaluate the superintendent on an annual basis.

The process of evaluating the superintendent is an important tool in the improvement effort of the District. The process is designed to define the Board's expectations, enhance communication and a positive working relationship between the Board and superintendent, clarify and prioritize District goals, and encourage the superintendent to focus attention on the critical responsibility of improving achievement for all students. The purpose of the evaluation system is professional growth, performance improvement and accountability to ensure that our District and our schools have the strongest leadership possible.

The evaluation will include an assessment of the superintendent's competence in meeting the Iowa Standards for School Administrators and goals of the superintendent's individual professional development plan and job targets. Iowa Standards for School Administrators specify that administrators, including the superintendent, are expected to perform as educational leaders who promote the success of all students by engaging in the following conduct:

- (1) facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community;
- (2) advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development;
- (3) ensuring management of the organization, operations and resources for a safe, efficient, and effective learning environment;
- (4) collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources;
- (5) acting with integrity, fairness and in an ethical manner;
- (6) understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The evaluation process will also include an opportunity for the superintendent to conduct a self-evaluation. This self-evaluation will occur prior to the superintendent reviewing and discussing the Board's evaluation.

The evaluation process will also include an opportunity for the superintendent and the Board to discuss the Board's review, including the written criteria; the superintendent's self-evaluations; review feedback from staff, students, and parents as appropriate; analyze the performance of the superintendent over the past year; and finalize the professional growth plan and job targets established by the superintendent for the next year.

The evaluation instrument will be in writing, signed by both the superintendent and the board president, and filed in the superintendent's personnel file. It is the responsibility of the board

president to ensure that the formal evaluation of the superintendent is concluded prior to May 15 annually.

### Other Administrators

The superintendent will conduct an ongoing evaluation of each administrator's skills, abilities and competence. The superintendent will evaluate the performance of the administrator, providing feedback and direction related to demonstrated skills, abilities, competence, and continuing professional growth. At a minimum, the superintendent will formally evaluate the administrator on an annual basis.

The evaluation will include an assessment of the administrator's competence in meeting the Iowa Standards for School Administrators and goals of the administrator's individual professional development plan and job targets. Iowa Standards for School Administrators specify that administrators are expected to perform as educational leaders who promote the success of all students by engaging in the following conduct:

- (1) facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community;
- (2) advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development;
- (3) ensuring management of the organization, operations and resources for a safe, efficient, and effective learning environment;
- (4) collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources;
- (5) acting with integrity, fairness and in an ethical manner;
- (6) understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The evaluation instrument will be in writing, signed by both the administrator and the superintendent, and filed in the administrator's personnel file. It is the responsibility of the superintendent to ensure that the formal evaluation of the administrator is concluded prior to May 15 annually.

### **Date of Adoption:**

September 3, 1991

### **Reviewed & Revised:**

November 4, 1996

May 21, 2001

March 7, 2006

January 21, 2013

February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS** **Code No. 308**

Administrative regulations may be necessary to implement Board policy. It shall be the responsibility of the superintendent to develop administrative regulations. In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations.

Once the regulations are developed, employees, students and other members of the community shall be informed in a matter determined by the superintendent.

The Board shall be kept informed of the administrative regulations utilized and the revisions. The Board may review and recommend changes of administrative regulations prior to their use in the District if they are contrary to the intent of Board policy.

It shall be the responsibility of the superintendent to enforce administrative regulations.

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**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: MONITORING OF ADMINISTRATIVE REGULATIONS Code No. 309**

The administrative regulations shall be monitored and revised when necessary. It shall be the responsibility of the superintendent to monitor and revise the administrative regulations. The superintendent may rely on the Board, administrators, employees, students and other members of the community to inform the superintendent about the effect of and possible changes in the administrative regulations.

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February 20, 2017

**SCHOOL DISTRICT ADMINISTRATION**  
**Series 300**

**Policy Title: SUCCESSION OF AUTHORITY**

**Code No. 310**

In the absence of the superintendent, it shall be the responsibility of other administrators to assume the superintendent's duties. If the absence of the superintendent is temporary, the successor shall assume only those duties and responsibilities of the superintendent that require immediate action. If the Board determines the superintendent will be absent for an extended period of time, the Board shall appoint an acting superintendent to assume the responsibilities of the superintendent. The successor shall assume the duties when assigned by the superintendent or the Board.

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