

SECTION C: GENERAL SCHOOL ADMINISTRATION
Approved policies for ISD #318

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Administration Goals

The general purpose of the administration of the District shall be to coordinate and supervise, under the policies of the Board, the creation and operation of an environment in which students learn most effectively.

The Board shall rely on its chief executive officer, the Superintendent, to provide the professional administrative leadership required by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the Superintendent. Principals and central office administrators are expected to administer their units in accordance with Board policy and the Superintendent's rules and procedures. In addition, vision, initiative, resourcefulness, and wise leadership are essential for effective administration.

It shall be the policy of the Board to seek ways to decentralize the administration of the school system in an effort to bring each school closer to the needs of its students and to the school community. The Superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment.

The Board shall be responsible for clearly specifying requirements and expectations of the Superintendent and will hold the Superintendent accountable by evaluating how well those requirements and expectation have been met. The Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators and holding each of them accountable.

Major goals of administration in the District shall be to:

1. Manage the District's various departments, units, and programs effectively;
2. Provide professional advice and counsel to the Board and to advisory groups established by Board action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives;
3. Implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, improvement of staff, students, parents, and others.

Qualifications and Duties of the Superintendent

Qualifications:

Certification to meet state requirements

Duties:

The Superintendent of the District will report directly to the School Board. He/She will supervise either directly or indirectly all administrative and supervisory personnel of the District. He/She will provide the overall management and leadership of the District including all people and programs.

Responsibilities:

Administrative

1. Manages the School District, including goal setting, development of objectives
2. Develops short and long range directions for the District
3. Provides management of Board and District policies
3. Develops an organizational system which is efficient and effective
4. Monitors District's compliance with constitutional, statutory, state regulations and Board policy

Instructional

1. Provides an organization to develop effective instruction and educational programs for all students
2. Recommends plan of improvement in order to accomplish educational goals
3. Provides long-range curriculum management
4. Keeps the District abreast of changing conditions in education and society
5. Coordinates the work of the District schools with other local, state, regional and international educational organizations and institutions

Financial

1. Provides planning, implementing, and evaluating to the budget process
2. Provides long range forecasts and budgets

Operational

1. Provides for the day-to-day management of the District and building level
2. Provides day-by-day management of all resources of the District, including financial, human and other resources

Research and Development

1. Keeps the Board informed of current and future trends in education
2. Continues own personal and professional growth
3. Provides a continual study of fiscal, staffing, program and facility issues, both short and long-term
4. Provides for opportunities to plan, implement and evaluate pilot or experimental programs in the District

