

CODE**POLICY TITLE****C**

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ADMINISTRATION: GOALS AND OBJECTIVES

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. Vision, initiative, resourcefulness, and wise leadership are essential for effective administration.

The Superintendent shall be the chief executive officer of the school system and shall have, under the direction of the Board, general supervision of all of the public schools and of all personnel and various departments of the school system. The Superintendent is responsible for the management of the schools under the Board policies, and is accountable to the Board.

The Board shall be responsible for clearly specifying requirements and expectations of the Superintendent, holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. The Superintendent shall be responsible for clearly specifying requirements and expectations for all other personnel in the District and holding each of them accountable. The Superintendent shall specify a direct line of authority so that each member of the staff is accountable to one person, who shall be responsible for that staff member's evaluation.

The Superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

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.

All personnel employed by the Board shall be responsible to the Board through the Superintendent. All personnel shall refer matters requiring administrative action to the Superintendent.

The building principal shall be in complete charge of his/her building, subject only to the direct authority of the Superintendent. All employees shall consult the building principal when carrying out any responsibilities within a given school building.

When the Superintendent is also employed as principal, all references to principal shall be construed as including the Superintendent.

Cross Ref: Policy AAA, Purpose and Role of the Board

Legal Ref: NDCC 15.1-14-01, School district superintendent – Duties

End of Policy CA.....Amended: 10/20/09

SUPERINTENDENT APPOINTMENT AND AUTHORITY

The Superintendent shall be employed by the Board under a contract that does not exceed three years, but which may be renewed at the discretion of the Board. The Superintendent is in charge of the schools. He shall report all significant developments and actions to the Board at the earliest opportunity.

The Board believes that the creation of policies is the most important function of a school board and that the execution of the policies should be the function of the Superintendent.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. The Superintendent shall be the liaison between the Board and staff. The Board shall strive to procure, when a vacancy exists, the best professional leader available for the superintendency.

When the Superintendent is also employed as principal, all references to principal shall be construed as including the Superintendent.

Cross Ref: Policy CBB, Superintendent Recruitment and Appointment

Legal Ref: NDCC 15.1-09-33, School board - Powers

NDCC 15.1-09-38, Duties of school board - Employment of relatives

NDCC 15.1-11-04, County superintendent of schools - Duties

NDCC 15.1-14-01, School district superintendent - Duties

NDCC 15.1-14-02, School district superintendent - Bond

End of Policy BGA.....Amended: 10/20/09

SUPERINTENDENT RECRUITMENT AND APPOINTMENT

The Board considers foremost among its responsibilities the selection and appointment of a Superintendent who can translate into action the policies of the Board and the aspirations of the community for its schools. Whenever a vacancy in the school superintendence approaches, the Board will conduct an active search to locate the most promising candidate.

The Board will construct a set of desired qualifications for the new Superintendent, as well as a job description. The Board will establish a salary range for the position and determine the method of advertising the vacancy. The Board will actively seek qualified applicants from within and outside of the system. The Board may appoint a screening committee or hire consultants to assist in the search and selection. However, the final selection will rest with the Board.

Interviews with the final candidates will be at an open meeting with as many board members as possible in attendance. All board members will have a copy of the job description for Superintendent. A procedure for the interview will be established that attempts to give every candidate an equal opportunity to answer similar questions. Selection will be based upon professional qualifications and not upon race, gender, color, religion, marital status, national origin, age, or physical disability.

A majority vote of the board members present at a board meeting for which due notice was given of the intended action will be required for the employment of a Superintendent.

Cross Ref: Policy BGA/CBA, Superintendent: Appointment and Authority

End of Policy CBB.....Amended: 10/20/09

SUPERINTENDENT'S JOB DESCRIPTION

QUALIFICATIONS: North Dakota Teacher License and Administrator Credential.
Must be fully qualified according to State certification.

REPORTS TO: School Board

SUPERVISES: Directly or indirectly, every district employee.

EVALUATION: Is evaluated by the Board in accordance with North Dakota Century Code

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

I. Relationship with School Board

1. Attends and participates in all meetings of the Board.
2. Makes all administrative decisions within the school necessary to the proper function of the school district.
3. 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 ensure the making of informed decisions.
4. Supervises the effective carrying out of all federal, state, and local constitutional or statutory laws, state regulations, and board policies.
5. 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.

II. Relationship with Community

1. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a

program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

2. Represents the District in its dealings with other school systems, institutions, agencies, and community organizations. 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.
3. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.
4. Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.

III. Recruitment/Retention of Staff (Licensed and Non-licensed)

1. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
2. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
3. Suspends any classified/non-classified employee for just cause, and reports such suspension and/or recommends termination to the Board.
4. Carefully administers the provisions of the negotiated agreement with the teachers and recommends to the Board changes that would be beneficial to the District.

IV. Relationship with Students and Parents

1. Prescribes rules for the classification and advancement of students in accordance with board policies.
2. Receives, investigates, and acts on complaints and concerns expressed by students and parents.

V. Supervision of Licensed and Non-licensed Staff

1. Communicates all actions of the Board relating to personnel matters to all employees directly or through delegation; and receives from employees all communications to be made to the Board

2. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
3. Supervises methods of teaching, supervision, and administration in effect in the schools, including evaluation of the teaching staff according to law and other staff according to school policy

VI. Identification and Implementation of School Board Policy Needs..

1. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
2. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
3. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement board policy.
4. 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.

VII. Financial management Skills (including development and implemen-tation of budget)

1. 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.
2. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
3. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
4. Submits to the Board a clear and detailed explanation of the proposal of any expenditure of a substantial sum.

VIII. Educational Leadership (including philosophy, curriculum development, and staffing)

1. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
2. Formulates school objectives, policies, plans, and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
3. Recommends to the Board for its adoption of all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
4. Studies and revises, together with the staff, all curriculum guides and courses of study, including ATOD materials/presentations on a continuing basis.
5. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
6. 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.

XI Effective Records Management (Including all records required by law)

1. Files, or causes to be filed, all reports required by the state or federal law and accepts responsibility for their accuracy.
2. Maintains a directly or through delegation such personnel records and student accounting records as are required by law and/or board policy.

X. Supervision of Building and Grounds, Transportation, and Student Safety

1. Makes recommendations for school buildings use as well as improvements and maintenance.
2. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
3. Recommends to the Board sales of all items no longer required by the Board, and supervises the proper execution of such sales.

4. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program.
5. Makes recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety.
6. Prepares crisis and disaster plans for the District with input from staff, law enforcement, and other appropriate persons; oversees implementation including practice drills.

End of Glen Ullin Policy CBBA-E.....Amended: 10/20/09

SUPERINTENDENT EVALUATION

The School Board shall evaluate and assess the performance of the Superintendent according to state law. The President of the Board shall schedule the evaluation. The meeting shall be open to the public as required by law.

An evaluation instrument which shall be developed by a committee of the Board with input from the Superintendent, shall be adopted by the Board. The evaluation and assessment shall be reasonably related to the job description of the Superintendent as set forth in Board policy and to the goals and objectives of the school district for the year in question. Board members should come to the meeting prepared to discuss the various areas of evaluation. Criticism should be constructive and discussion should center around positive achievements and the possibility of improvement. Every effort should be made to provide ample notice of recommendations for improvement in all areas of unsatisfactory performance, in the event that contemplated nonrenewal is a possibility.

Following the meeting, the Board President shall have the evaluation reduced to writing and, after it has been approved by the Board, the President shall give one copy to the Superintendent, attach one copy to the minutes and put one copy in the Superintendent's personnel file. The Superintendent has the right under law to respond to the evaluation in writing. Such response shall become a permanent attachment to the Superintendent's personnel file.

Legal Ref: NDCC Ch. 15.1-14, Administrators

End of Policy CBBB.....Adopted: 10/20/09

ADMINISTRATIVE JOB DESCRIPTIONS

All administrative and supervisory positions in the Glen Ullin School District are established initially by the School Board.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing a job description for the position.

The Superintendent will maintain a comprehensive, coordinated set of job descriptions within a Job Descriptions Manual for all such positions so as to promote accountability, efficiency and economy in the staff's operations.

End of Policy CDA.....Adopted: 10/20/09

ADMINISTRATIVE LEAVE FOR PROFESSIONAL DEVELOPMENT

The School Board encourages continuing programs of learning for several categories of staff members. Individuals pursuing careers in education should have a natural interest in maintaining their skills and competence base. The Board expects the administrative staff to keep themselves informed of modern educational thought and practices by study, by visiting other school systems, by attendance at educational conferences and by such other means as may appear appropriate. At the same time, the Board expects the administration to avoid absences that will be detrimental to the operation of the schools.

Attendance at meetings of the national and state associations of school administrators, visits to other school systems and other similar activities that will keep the administration fully informed about modern theory and practice in the field of education may be at the expense of the District when approved by the Board. The Superintendent shall be responsible for authorizing such activities and recommending their approval to the Board.

Sometimes recertification policies of the State Department of Public Instruction require periodic return to institutions of higher education for coursework. When it is necessary for an administrator to engage in a concentrated course of study not allowed by the normal administrative contract, the administrator may be eligible for leave to attend school. The following procedures shall be followed in determining eligibility:

After serving in an administrative position in the district for 5 school years, a person may apply for and be granted a leave of up to 20 days (full time) or 40 days (half time) to pursue graduate studies, during the summer months.

The individual shall be eligible for this leave no more frequently than twice in every six-year period, and no more than (1) individual shall be eligible in any one calendar year. In determining whether the leave shall be recommended, the Superintendent shall consider (1) applicability of course of study toward degree or toward improvement of instruction within the district (2) distribution not all from the same level or in the same job area (3) recent education, those with most recent educational experience being the least favored (4) needs of the district ie: the degree of district need for individual's service during the period of time, and the importance of training or education for achievement of district purposes.

The district will be receptive to program progress which requires use of vacation time beyond the leave possibilities here suggested; and, individuals may wish to pursue programs which require some leave without pay. In such case, the individual may be granted leave without pay for an entire semester or year at the

discretion of the Board, with the right to return to a similar position but no guarantee of the same school or same position.

Requests for leave should occur between September 1 and December 1 preceding the summer in which approved leaves would be taken. The request should detail leave dates and should specify programs to be pursued. The granting or denial of a request for leave, and the determination that it be with or without pay, shall be at the sole discretion of the Board.

End of Policy CDBCA.....Adopted: 10/20/09

EVALUATION OF ADMINISTRATORS

All administrative personnel shall be evaluated as required by the state law regarding teachers, according to procedures developed by the Superintendent and adopted by the Board.

Cross Ref: Policy CBBB, Superintendent Evaluation

Policy DBFA, Evaluation of Instructional Staff

Legal Ref: NDCC 15.1-15-01, Performance review - Written reports

End of Policy CDBD.....Adopted: 10/20/2009

ADMINISTRATOR REDUCTION IN FORCE

Should a reduction in administrative positions occur due to declining enrollments, program changes, or other factors determined by the Board, the Superintendent shall recommend a reassignment of administrative duties. Administrative employees not reassigned may be considered for vacancies in other professional positions for which they are qualified. If the administrator is not recommended for another position, or if any reassignment results in a reduction in salary for curricular duties, a non-renewal hearing shall be conducted as specified in North Dakota law.

Legal Ref: NDCC 15.1-15-05 Contracts - Contemplated nonrenewal - Reasons - Notice

End of Glen Ullin Policy CDBFA.....Adopted: 10/20/09