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## STATEMENT

All policies in Series 300 were reviewed by the Board of Directors on August 28, 1991. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 300 were reviewed by the Board of Directors on February 8, 1994. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 300 were reviewed by the Board of Directors on April 22, 1997. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 300 were reviewed by the Board of Directors on February 13, 2001. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 300 were reviewed by the Board of Directors on August 14, 2007. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 300 were reviewed by the Board of Directors on February 9, 2010. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 300 were reviewed by the Board of Directors on February 8, 2016. If changes were found to be necessary, the revision date was noted on the individual policies.



**ROLE OF SCHOOL DISTRICT ADMINISTRATION**

In this series of the Board Policy Manual, the board shall define the role and the employment of school district administrators. Policies relating to leaves and benefits for the administration are included in the certified personnel section of Series 400, "Personnel."

School district administrators provide the educational leadership to implement the educational philosophy of the school district. The administration is responsible for the day-to-day operations of the school district. In carrying out these operations, the administration shall look to the board policies for guidance.

It shall be the responsibility of the administration to implement and enforce the policies of the board, to oversee school district personnel, to monitor educational issues confronting the school district, and to inform the board about school district operations.

The board and the administration shall operate under the management team concept. The board and the administration shall work together to share information and decisions in the management of the school district.

Date of Adoption: April 25, 1990

**MANAGEMENT TEAM**

The board and administration shall work closely together in making decisions and setting goals for the school district. This cooperative effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate district policies and regulations.

It shall be the responsibility of each board member and administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their viewpoints on matters before the board. Those board members or administrators who have special expertise or who are closest to the concern will be called upon to provide necessary information as well as their professional judgment. Each board member and administrator shall make every effort to fully support the decisions reached in mutual agreement.

The board is entitled to know what alternatives the administrative team has considered. The board shall be responsible for making the final decision in all matters pertaining to policy for the school district.

Date of Adoption: April 25, 1990  
Date of Revision: March 15, 1994  
Date of Revision: April 22, 1997  
Date of Revision: February 9, 2010

**ADMINISTRATIVE TEAM**

The superintendent will maintain an administrative team to serve in an advisory and consulting capacity to review alternate approaches in finding solutions to the issues confronting the school district, and share the workable alternatives with the board, in conjunction with the administrative team's recommendation. Members of this team shall be responsible for recognizing and respecting the qualifications, expertise, and responsibilities of the other members as well as to support the decisions of the team. The superintendent may appoint members to the team in addition to those specified in board policy 304.1.

It shall be the responsibility of the superintendent to arrange for regularly scheduled meetings and for the agenda of such meetings for the administrative team.

Date of Adoption: April 25, 1990

**ADMINISTRATION AND SCHOOL BOARD**

The superintendent, as the executive officer of the school board, shall work closely with the board members, particularly the board president, to keep the board informed about school district operations.

The administration, in working with the school board, shall assist the board by gathering information, making recommendations in all areas requested by the board, keeping the board informed about school district operations, and implementing board policy.

The administrative team, unless excused by the superintendent, will attend each board meeting.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: February 8, 2016



**ADMINISTRATION AND DISTRICT PERSONNEL**

As managers of the school district, the administration shall recommend for employment the school district personnel, supervise them, and evaluate their performance. Concerns or requests by district personnel shall first be reported to their direct supervisor for resolution. It shall be the responsibility of the administration to resolve concerns and handle requests.

It shall be the responsibility of the administration to foster a positive attitude, to promote a cooperative effort among school district personnel, and to prevent misunderstandings within the school district and the community about board policy. It shall be the responsibility of the administration to provide leadership to the personnel, and it shall be the responsibility of school district personnel to work cooperatively with the administration to accomplish the mission statement of the school district.

Date of Adoption: April 25, 1990

**Code No: 302.3**

**ADMINISTRATION AND NEIGHBORING DISTRICT'S ADMINISTRATION**

Efficiency and economies may be achieved working with neighboring school districts in the purchase of supplies, the offering of educational programs or in-service, and the sharing of personnel.

The administration shall consider and explore opportunities to work with the neighboring school districts to expand the opportunities for the students and personnel in the school district.

Date of Adoption: April 25, 1990

**ADMINISTRATION AND AREA EDUCATION AGENCY**

The administration will use the resources of the Great Prairie Area Education Agency on a selective basis, choosing to participate in high quality programs which specifically meet the needs of the school district. This includes using educational materials and staff resources.

The administration may also use the AEA to facilitate regional programming and cooperation as well as purchase of supplies.

It shall be the responsibility of the superintendent and administrative team to coordinate activities with the AEA.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: February 9, 2010

**SUPERINTENDENT: QUALIFICATIONS, RECRUITMENT, APPOINTMENT**

The board shall employ a superintendent to serve as the executive officer of the board of directors, to serve as educational leader, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and by law.

The board shall only consider applicants that meet or exceed the standards set by the State Department of Education and qualifications established in the job description for the position. In employing a superintendent, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity or disability. However, in keeping with the law, the board will consider the veteran status of the applicants and the affirmative action guidelines. The board will look closely at the training, experience, skill, and demonstrated competence of the qualified applicants in making its final decision.

Also as part of choosing a superintendent, the board shall consider the school district's mission statement, philosophy, budget, organizational structure, educational programs, professional staff, and any unique or special factors about the school district community.

The board may contract for assistance in the search for a superintendent.

Date of Adoption: April 25, 1990  
Date of Revision: September 11, 1991  
Date of Revision: March 15, 1994  
Date of Revision: February 13, 2001  
Date of Revision: August 14, 2007

## SUPERINTENDENT CONTRACT

The length of the contract for employment between the superintendent and the board shall be determined by the board. The contract will begin on July 1 and end on June 30 unless mutually agreed otherwise. The contract will state the terms of employment.

The first two years of employment of a superintendent shall be considered a probationary period. The board may waive this period or extend it for an additional year with the consent of the superintendent. In the event of a termination of a probationary or non-probationary contract, the board shall afford the superintendent appropriate due process, including notice of proposed termination in accordance with dates established by state code of Iowa.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for one year unless both parties mutually agree otherwise or the superintendent is terminated.

It shall be the responsibility of the board to create a contract for the position of superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with provisions in the superintendent's contract and with board policies 407.2, 407.3 "Contract Release of Certified Staff" and "Retirement of Certified Personnel," respectively.

Date of Adoption: April 25, 1990  
Date of Revision: September 11, 1991  
Date of Revision: March 15, 1994  
Date of Revision: February 13, 2001  
Date of Revision: February 9, 2010

### **SALARY AND OTHER COMPENSATION**

The board has complete discretion to set the salary of the superintendent. The board shall determine the salary and fringe benefit package for the superintendent after consulting with the superintendent.

It shall be the responsibility of the board to set the salary of the superintendent at a level that will consider the economic conditions of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary shall be agreed upon at the beginning of each contract term.

In addition to the salary and benefits agreed upon, the superintendent's actual and necessary expenses will be paid by the school district when the superintendent is performing school business. It is within the discretion of the board to pay dues to professional organizations for the superintendent. The board may approve the payments of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: February 21, 2006

### **SUPERINTENDENT'S DUTIES**

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

The superintendent shall be responsible for the implementation and execution of board policy and the observance of board policy by school district personnel and students. The superintendent shall be responsible for the supervision and discipline of school district personnel, including the power to suspend personnel, and for the curriculum offered in the school district.

Specifically, the superintendent of schools shall have the following duties. The list is not all inclusive and does not relieve the superintendent of performance of other duties not covered in this list but which may be necessary for the proper operation of the schools. 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, affecting 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;

**SUPERINTENDENT'S DUTIES**

References to “superintendent” in this policy manual shall mean the “superintendent or the superintendent’s designee.”

Date of Adoption: April 25, 1990  
Date of Revision: September 11, 1991  
Date of Revision: March 15, 1994  
Date of Revision: February 13, 2001  
Date of Revision: February 21, 2006  
Date of Revision: February 9, 2010



## SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent on the superintendent's skills, abilities, and competence. At least every three years the board will evaluate the superintendent's performance on meeting the Iowa Standards for School Administrators as well as district goals. Annually, the board will evaluate the superintendent using mutually agreed upon goals. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness, and in an ethical manner.
- Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based on the following principles:

- \*The evaluation criteria shall be in writing, clearly stated, and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals,
- \*The evaluation process will be conducted annually at a time previously agreed upon;
- \*Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- \*The superintendent shall conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole shall discuss their evaluation with the superintendent;
- \*The board may discuss their evaluation of the superintendent. This discussion may take place in closed session upon a request from the superintendent;
- \*The individual evaluation of each board member, if individual board members so desire, will not be reviewed by the superintendent. However, board members are urged to communicate their criticisms and concerns with the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

**SUPERINTENDENT EVALUATION**

This policy supports and does not preclude the ongoing informal evaluation of the superintendent's skills, abilities and competence.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: January 27, 2009

**Code No: 303.6**

**SUPERINTENDENT'S PROFESSIONAL DEVELOPMENT**

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences and workshops, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the superintendent's schedule of events in order to enable attendance at various conferences and events

The superintendent shall report to the board when requested by the board.

Date of Adoption: April 25, 1990

Date of Revision: April 22, 1997

Date of Revision: February 21, 2006

**PROFESSIONAL AND CIVIC ACTIVITIES**

The board encourages the superintendent to be involved in the district by belonging to community organizations and attending and participating in community activities.

It shall be the responsibility of the superintendent to become involved in community activities and events. The board may pay memberships for community organizations where in the Board's judgment, the Superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: February 9, 2010

**SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT**

The superintendent shall not accept consulting or outside employment for pay without school board approval.

It shall be the responsibility of the superintendent to inform the board prior to accepting consulting or outside employment. If the superintendent desires additional employment, the superintendent must be able to show the board that it will not interfere with the duties of superintendent. Should the board approve a request by the superintendent for additional employment, the board reserves the right to request the superintendent cease as a condition of continued employment. The board shall give the superintendent 30 days notice to cease the additional employment.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

### ADMINISTRATIVE POSITIONS

The school district may have, in addition to the superintendent, business manager, S.A.M., building principals and assistant principals, a director of curriculum and staff development, a director of transportation; a director of buildings and grounds, a director of food service, a technology director, a board secretary, an Athletic/Activity Director, and a Director of Special Education. These administrators comprise the administrative team and shall work closely with the superintendent as an integral part of the day-to-day operations of the school district.

It shall be the responsibility of each administrator to uphold the policies of the board, to instill a positive cooperative environment in school district personnel, and to share their expertise with each other and the board.

Date of Adoption: April 25, 1990

Date of Revision: September, 1991

Date of Revision: April 22, 1997

Date of Revision: February 13, 2001

Date of Revision: February 21, 2006

Date of Revision: February 9, 2010

Date of Revision: February 8, 2016

## ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board may employ administrators as necessary, in addition to the superintendent, to assist in the daily operations and to achieve the mission statement of the school district.

The board shall only consider applicants that meet or exceed the standards set by the State Department of Education and qualifications set by the board for the position. In employing administrators, the board shall consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity or disability. However, in keeping with the law, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of the qualified applicants in making its final decision.

Also as part of choosing an administrator, the board shall consider the school district's mission statement, budget, organizational structure, educational programs, professional staff, and any unique or special factors about the school district community.

It shall be the responsibility of the superintendent to make a recommendation for filling an administrative position to the board based on the requirements stated in this policy statement. The board shall act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

Date of Revision: April 22, 1997

Date of Revision: August 14, 2007

### **ADMINISTRATOR CONTRACT AND CONTRACT NON-RENEWAL**

The length of the contract for employment between the administrators, other than the superintendent, and the board shall be determined by the board. Individual administrator contracts shall state the terms of the employment.

The first two years of employment of an administrator shall be considered a probationary period. The board may waive this period or extend it for an additional year with the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the Board will afford the Administrator appropriate due process, including notice by May 15. The Administrator and Board may mutually agree to terminate the Administrator's contract.

It shall be the responsibility of the superintendent to create a contract for the administrator position.

Administrators who wish to resign, to be released from a contract, or to retire must comply with board policies 407.1, 407.2, and 407.3, "Resignation of Certified Staff," "Contract Release of Certified Staff," and "Retirement of Certified Personnel," respectively.

If an Administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its' term until it is modified or terminated as mutually agreed to by the parties or until the Administrator's contract is terminated consistent with statutory termination procedures.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

Date of Revision: February 9, 2010



**Code No: 304.4**

**SALARY AND OTHER COMPENSATION**

The board has complete discretion to set the salary of the administrators. The board shall set the salary and fringe benefits at a level mutually agreeable to both the board and the administrators.

It shall be the responsibility of the board to set the salary of the administrators at a level that will consider the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary shall be agreed upon at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing school business.

Date of Adoption: April 25, 1990

### ADMINISTRATOR'S DUTIES

Administrators shall be hired by the board to assist the superintendent in the day-to-day operations of the school district. As members of the administrative and management teams, the administrators shall be responsible for assisting the superintendent in the implementation and execution of board policy and the observance of board policy by school district personnel and students. Administrators shall also be responsible for assisting the superintendent in the overall supervision and discipline of school district personnel and in the development and implementation of curriculum offered in the school district.

The administrators shall keep the superintendent advised of the school district operations under their supervision, and a formal report may be filed with the superintendent annually.

It shall be the responsibility of the superintendent to develop for each administrative position a job description clearly stating the specific duties of each position.

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~~ *bi-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.
- Supervision of non-certified staff;
- Complete state reports;
- Student scheduling;
- Attend and monitor IEP meetings and compliance.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: April 22, 1997

Date of Revision: February 21, 2006

Date of Revision: February 9, 2010

Date of Revision: February 8, 2016

### ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators annually on their skills, abilities, and competence. At least every three years the superintendent will evaluate the administrator's performance on meeting the Iowa Standards for School Leaders. Annually, the superintendent will evaluate the administrators on their goals of their individual professional development plan. The goals of the formal evaluation process are to ensure the education program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the building principals' and other administrators' roles as the board and the superintendent see them, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job descriptions, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance, and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator, and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent to conduct formal evaluations of probationary and non-probationary administrators prior to May 15. The superintendent may report to the board in closed session on any recommendations resulting from the administrator's evaluation. The board may review with the superintendent his/her formal evaluation of the administrators. The board may provide input into the superintendent's formal evaluation of the administrators.

This policy supports and does not preclude the ongoing informal evaluation of the principal's or other administrator's skills, abilities, and competence.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: April 22, 1997  
Date of Revision: January 27, 2009  
Date of Revision: February 8, 2016

### ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators annually on their skills, abilities, and competence. At least every three years the superintendent will evaluate the administrator's performance on meeting the Iowa Standards for School Leaders. Annually, the superintendent will evaluate the administrators on their goals of their individual professional development plan. The goals of the formal evaluation process are to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the building principals' and other administrators' roles as the board and the superintendent see them, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job descriptions, and develop a working relationship between the superintendent and the administrator.

The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance, and the future areas of growth. The evaluation shall be completed by the superintendent, signed by the administrator, and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It shall be the responsibility of the superintendent to conduct formal evaluations of all administrators prior to May 15. The superintendent may report to the board in closed session on any recommendations resulting from the administrator's evaluation.

This policy supports and does not preclude the ongoing informal evaluation of the principal's or other administrator's skills, abilities, and competence.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: April 22, 1997

Date of Revision: January 27, 2009

**PROFESSIONAL DEVELOPMENT OF ADMINISTRATORS**

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events. Prior to the attendance at events, the administrator must have received approval from the superintendent.

The administrator may be required to report to the superintendent about each event attended.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

Date of Revision: April 22, 1997

**Code No. 304.8**

**ADMINISTRATORS' PROFESSIONAL AND CIVIC ACTIVITIES**

The board encourages the administrators to be involved in the district by belonging to community organizations and attending and participating in community activities.

It shall be the responsibility of the administrators to become involved in community activities and events.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994



**ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT**

Administrators shall not accept consulting or outside employment for pay during their contract responsibility without the approval of the superintendent.

It shall be the responsibility of the administrator to inform the superintendent prior to accepting additional employment so that it may be placed on the agenda for the next school board meeting. If an administrator desires additional employment, the administrator must be able to show the board that it will not interfere with the duties of the administrator's current position with the school district. Should the board approve a request from an administrator to do additional employment, the board reserves the right to request the administrator cease as a condition of continued employment. The board shall give the administrator 30 days notice to cease the additional employment.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

Date of Revision: February 13, 2001

**REDUCTION IN ADMINISTRATIVE PERSONNEL**

The board shall have the discretion to determine the appropriate number of administrative personnel.

When considering a reduction in administrative personnel, the board may consider the number of students to be enrolled, the condition of the facilities, the economic condition of the school district, and the reassignment of duties among other administrative personnel, and other factors deemed relevant by the board.

When possible, in the board's judgment, any reduction in administrative personnel shall be accomplished through attrition. If the board cannot accomplish the reduction necessary through attrition, the board shall consider the relative skills, competence, experience, effectiveness, and qualifications of the administrators to do the available work, as well as other factors deemed relevant by the board.

Date of Adoption: April 25, 1990

Date of Revision: March 15, 1994

**DEVELOPMENT/ENFORCEMENT OF ADMINISTRATIVE REGULATIONS**

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 other administrators or those most likely to be affected by the regulations. Once the regulations are developed, school district personnel, students, and other members of the district community shall be informed in a manner determined by the superintendent.

The administrative regulations shall be monitored and revised when necessary. It shall be the responsibility of the superintendent to monitor and revise the school district's administrative regulations. The board shall be kept informed of the administrative regulations utilized and their revisions. The board will review and may recommend change or veto administrative regulations if they are, in the board's judgment, contrary to the intent of board policy.

Administrative regulations as used throughout the board policy manual shall mean rules to be followed, the forms developed, and the procedures used to achieve the goal of the board policy. If the board does not require written administrative regulations, it shall be the responsibility of the superintendent to determine whether they are necessary.

Date of Adoption: April 25, 1990

**Code No: 306.2**

**ADMINISTRATION IN ABSENCE OF POLICY**

When there is no board policy in existence to provide guidance on a matter before the administration, the superintendent shall have the authority to exercise due discretion based on the imminent nature of the situation.

Date of Adoption: April 25, 1990

## ADMINISTRATIVE CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position at all times.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, may be grounds for discipline or dismissal.

The professional school administrator is expected to:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

Date of Revision: February 9, 2010

Date of Revision: February 8, 2016

### SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it shall be the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be determined annually by the superintendent from the members of the certificated administrative team.

If the absence of the superintendent is for a short period of time, such as a vacation or conference, the successor shall act only on the superintendent's items that need attention immediately. If the absence of the superintendent will be a lengthy one, the successor shall assume the superintendent's responsibilities and authority at once.

It shall be the responsibility of the superintendent to inform the successor of the superintendent's absence, if possible. If the superintendent is unable to inform the successor, it shall be the responsibility of the successor to assume the superintendent's duties in accordance with this policy statement when the successor learns of the absence and its length.

References to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee."

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: February 21, 2006

**ADMINISTRATIVE RESPONSIBILITIES OF THE PRINCIPAL**

Each attendance center shall have a principal responsible for the administration and operation of the attendance center. Each principal, as chief administrator of the assigned attendance center, shall be responsible for the students, the school district personnel assigned to the attendance center, and the school activities in the attendance center.

This responsibility includes, but is not limited to, upholding board policy, accounting for the educational program, disciplining students and personnel, maintaining student and personnel records, conducting personnel evaluations, scheduling meetings, setting building schedules, operating within the attendance center's budget, and other duties assigned by the board or the superintendent.

It shall be the responsibility of the principal to perform the responsibilities outlined in this policy statement. It shall be the responsibility of the superintendent to develop a job description outlining these responsibilities in detail.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

**ADMINISTRATIVE RESPONSIBILITIES OF ASSISTANT PRINCIPAL**

The high school assistant principal shall be responsible for assisting the principal in the administration and operation of the attendance center. This responsibility includes, but is not limited to, upholding board policy and any other duties assigned by the board, the superintendent, or the high school principal.

It shall be the responsibility of the assistant principal to perform the responsibilities outlined in this policy statement. It shall be the responsibility of the superintendent to develop a job description outlining these responsibilities in detail.

References to "assistant principal" in this policy manual shall mean the "assistant principal or the assistant principal's designee" unless otherwise stated in board policy.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: February 21, 2006



**ADMINISTRATIVE RESPONSIBILITIES OF  
DIRECTOR OF TRANSPORTATION**

The director of transportation shall be responsible for transportation personnel and for efficient and effective operation of the school district's transportation system. This responsibility includes, but is not limited to, upholding board policy; bidding supplies and materials; operation and maintenance of school vehicles, planning, approving, and implementing transportation routes and special trips; maintaining appropriate transportation records; and other duties assigned by the board or the superintendent.

It shall be the responsibility of the director of transportation to perform the responsibilities outlined in this policy statement. It shall be the responsibility of the superintendent to develop a job description outlining these responsibilities in detail.

References to "director of transportation" in this policy manual shall mean the "director of transportation or the director of transportation's designee" unless otherwise stated in the board policy.

Date of Adoption: April 25, 1990

Date of Revision: February 13, 2001

**ADMINISTRATIVE RESPONSIBILITIES OF  
THE DIRECTOR OF BUILDINGS AND GROUNDS**

The maintenance of the buildings and grounds of the school district shall be the responsibility of the director of buildings and grounds. This responsibility includes, but is not limited to, supervising all buildings and grounds personnel, maintaining and repairing of the school buildings and grounds, planning of school buildings and grounds, and any other duties assigned by the board or the superintendent.

It shall be the responsibility of the director of buildings and grounds to perform the responsibilities outlined in this policy statement. It shall be the responsibility of the superintendent to develop a job description outlining these responsibilities in detail.

References to "director of buildings and grounds" in this policy manual shall mean the "director of buildings and grounds or the director of buildings and grounds' designee" unless otherwise stated in the board policy.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

**ADMINISTRATIVE RESPONSIBILITIES OF DIRECTOR OF FOOD SERVICE**

The food services program for the school district shall be the responsibility of the director of food services. This responsibility includes, but is not limited to, providing nutritional meals at board approved prices, maintaining accurate food service records, advocating good health through the promotion of the school food program, and any other duties assigned by the board or the superintendent.

It shall be the responsibility of the director of food services to perform the responsibilities outlined in this policy statement. It shall be the responsibility of the superintendent to develop a job description outlining these responsibilities in detail.

References to "director of food services" in this policy manual shall mean the "director of food services or the director of food services' designee" unless otherwise stated in the board policy.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

**ADMINISTRATIVE RESPONSIBILITIES OF  
THE DIRECTOR OF CURRICULUM AND STAFF DEVELOPMENT**

The director of curriculum and staff development shall be responsible for the development and revision of a district-wide curriculum and assessment system in all areas of the educational program. This individual is also responsible for the identification and coordination of a staff development program which will provide teachers with professional growth opportunities which will most directly benefit students by meeting the goals and mission of the district. These responsibilities include, but are not limited to, working with committees of teachers in each subject area, developing curriculum guides, providing in-service during the school year, creating an appropriate assessment system for each subject area, and a monitoring system for the area of responsibility. In addition, upholding board policy and any other duties assigned by the board or superintendent are included.

It shall be the responsibility of the director of curriculum and staff development to perform the responsibilities outlined in this policy statement. It shall be the responsibility of the superintendent to develop a job description outlining these responsibilities in detail.

References to "director of curriculum and staff development" in this policy manual shall mean the "director of curriculum and staff development or the director of curriculum and staff development's designee," unless otherwise stated in board policy.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: March 15, 1994

### SUCCESSION OF AUTHORITY TO THE PRINCIPAL

In the absence of the high school principal, the succession of authority to the high school principal shall be, in this order, the assistant high school principal and the superintendent. In the absence of the junior high school principal and either of the elementary principals, the succession of authority shall be to the superintendent. If the absence of the principal is for a short period of time, such as a vacation or conference, the successor shall act only on the principal's items that need attention immediately. If the absence of the principal will be a lengthy one, the successor shall assume the principal's responsibilities and authority at once.

It shall be the responsibility of the principal to inform the superintendent and the successor of the principal's absence, if possible. If the principal is unable to inform the superintendent or the successor, it shall be the responsibility of the successor to assume the principal's duties in accordance with this policy statement when the successor learns of the absence and its length.

Reference to "principal" in this policy manual shall mean the "principal or the principal's designee."

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: April 22, 1997

Date of Revision: February 13, 2001

Date of Revision: February 21, 2006

### **AUTHORITY AND COMMUNICATION CHANNELS**

Questions and problems should be resolved at the administrative level nearest to the concern.

School district personnel should confer with their direct supervisor on questions and problems for resolution. Students and other members of the district community should confer with a member of certified personnel and then the principal on questions and problems for resolution.

If resolution is not possible by any of the above, the individual may bring it to the attention of the superintendent within five days of the discussion with the principal or supervisor. If there is no resolution or plan for resolution by the superintendent within ten days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. The action of the board will be final.

It shall be the responsibility of the administrators to attempt to resolve questions and problems raised by the school district personnel and students they supervise and by other members of the district community.

Nothing in the policy will be interpreted to preclude the direct communication between members of the district, community and board members.

Date of Adoption: April 25, 1990

Date of Revision: September 11, 1991

Date of Revision: April 22, 1997

Date of Revision: February 9, 2010

Date of Revision: February 8, 2016