

CONTENTS

ADMINISTRATION SECTION 300

<u>POLICY TITLE</u>	<u>POLICY NUMBER</u>
STATEMENT OF GUIDING PRINCIPLES	300
SUPERINTENDENT OF SCHOOLS	300
Qualifications for Superintendent of Schools	301.1
Appointment of the Superintendent.....	301.2
Powers and Duties of the Superintendent.....	301.3
Evaluation of the Superintendent	301.4
BUILDING PRINCIPALS	302
Qualifications of Principals	302.1
Appointment of Principals.....	302.2
Functions of Building Principals	302.3
ASSISTANT PRINCIPALS	303
Qualifications, Appointment and Functions of Assistant Principals	303.1
ADMINISTRATIVE CABINET	304
Establishment of an Administrative Cabinet.....	304.1
ACADEMIC ACHIEVEMENT DIRECTOR	305
Qualifications of Academic Achievement Director.....	305.1
Appointment of Academic Achievement Director.....	305.2
Functions of Academic Achievement Director.....	305.3

The Superintendent of Schools shall be the executive officer of the Board of Trustees and shall be directly responsible to it for the execution of its policies for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

ADOPTED:

6-13-1977

- A. Education: The Superintendent shall possess a Standard Idaho Superintendent's Credential.
- B. Attributes: The Superintendent shall possess the following:
1. Managerial competence and the ability to organize, supervise and delegate to personnel at the several levels in a school organization.
 2. Ability to relate to the public in order to interpret the school program and activities to the patrons, as well as to solicit the public's financial support for the schools.
 3. Sensitivity to community needs.
 4. Understanding of the procedures for curriculum development, adaptation and implementation and be able to articulate the characteristics of a good basic education for the children served by the School District.
 5. Leadership capabilities.
 6. Ability to manage budgetary needs of the District.

ADOPTED:
6-13-1977

AMENDED:
1994

The Board of Trustees shall appoint the Superintendent of Weiser School District 431.

- A. Term of Employment: The contract of the Superintendent shall be for a term of three (3) years. It shall be reviewed on or before the regular Board meeting in January for consideration of extension.
- B. Salary: The salary of the Superintendent shall be fixed by the Board of Trustees.

ADOPTED:
6-13-1977

- A. The Superintendent of Schools is the chief administrative officer of the Board of Trustees and is directly responsible to the Board for the total administration of the School District. It is his/her responsibility to present to the Board proposals and recommendations on school issues, to provide factual evidence to support the action he/she advocates, to clarify issues, to stimulate thinking, to bring new insights and to render informed opinions and professional judgment. It is his/her responsibility to prepare and promptly bring to the Board factual information and other reports on matters referred to him/her by the Board which reflect all significant viewpoints. After the Board has adopted a policy or program, it is the responsibility of the Superintendent to administer the policy or program so adopted. He/she shall develop the detailed procedures necessary to implement or carry out the policy or program and shall report to the Board from time to time the procedures so developed and the implementation achieved.
- B. The role of the Superintendent of Schools is to provide leadership for the public schools. He/she shall develop an organization that operates in a systematic manner. In addition, the Superintendent shall:
1. Administer the Weiser School District in accordance with Idaho statutory law, requirements prescribed by the Idaho State Department of Education and the adopted policies of the Board of Trustees.
 2. Provide leadership in the development and adaption and implementation of the curriculum of the School District.
 3. Prepare comprehensive reports to the Board of Trustees concerning all aspects of the school program.
 4. Prepare the annual budget for consideration and action by the Board of Trustees.
 5. Administer and interpret the annual budget, as approved by the Board of Trustees.
 6. Recommend to the Board of Trustees concerning the employment, promotion, dismissal and transfer of all school employees.
 7. Attend all meetings of the Board of Trustees except when his/her contract is under consideration.

8. Cooperate with other school districts, legislative groups, professional organizations and officials in working for legislation and programs beneficial to education in general and the Weiser School District in particular.
- C. The Superintendent shall develop ways and means of serving the community and of keeping parents and other citizens informed of the school program and the needs of the schools. In the community, the Board shall expect the Superintendent to assume his/her place as a citizen, with all the responsibility which the concept of citizenship conveys. The Superintendent is expected to use his/her position of leadership to present the cause of public education forthrightly, and to further, insofar as possible, community activities compatible with and complementary to, those of the schools.

ADOPTED:
6-13-1977

- A. The Board of Trustees shall meet yearly, without the presence of the Superintendent, in an executive session to evaluate the performance of the Superintendent of Schools. Subsequent to the Board evaluation of the Superintendent and during the same executive session, the Board of Trustees shall meet with the Superintendent in January in order to discuss with him/her, in detail, the Board's evaluations of the Superintendent 's performance.

- B. The Board of Trustees shall conduct an annual, written formal evaluation of the work of the Superintendent of the District. The evaluation shall indicate the strengths and weaknesses of the Superintendent's job performance in the year immediately preceding the evaluation and areas where improvement in the Superintendent's job performance, in the view of the Board of Trustees, is called for.

LEGAL REFERENCE:

Idaho Code Sections
33-513

ADOPTED:

6-13-1977

The following qualification for the position of Building Principal shall be considered as minimum requirements for employment by School District 431:

- A. Each Principal must hold an administrator's certificate issued by the State, which is endorsed for the appropriate level of instruction.

ADOPTED:

6-13-1977

AMENDED:

1994

- A. Appointment: Each Building Principal in School District 431 shall be appointed to his/her position by the Board of Trustees in consultation with the Superintendent of Schools.
- B. Performance Evaluation: The performance of each Principal shall thereafter be evaluated yearly by the Board of Trustees at an executive session designated for that purpose. The retention and re-employment of each Principal shall be determined yearly during said executive session. The recommendations of the Superintendent of Schools in this matter shall be carefully considered, but the final decision will rest with the Board of Trustees. Each Principal will be notified, in writing, of the Board's decision, within forty eight (48) hours of said executive session.

ADOPTED:

6-13-1977

The Principal shall exemplify the qualities of an educational leader and shall be responsible for the total operation of the school to which he/she is assigned. Specifically, some of his/her general duties and functions shall be as follows:

- A. To be responsible to the Superintendent.
- B. To interpret and implement Board of Trustees' policies and administrative regulations of the Superintendent.
- C. To supervise the professional and classified staff members for whom he/she is responsible and provide assistance and make evaluations, as required and by request.
- D. To assist in recruitment, screening, orientation, training, assigning and employment of classified and professional staff members.
- E. To administer all facets of the instructional and extracurricular programs of the school.
- F. To promote and participate in the on-going improvement and revision of the school curriculum.
- G. To prepare or supervise the preparation of reports, records and other correspondence, as required for the maintenance and operation of the curricular and extracurricular programs in his/her assigned building.
- H. To assume responsibility for the attendance, conduct, safety and health of students.
- I. To interpret the school's program to the community and to help enlist the participation of the community in school life.
- J. To prepare and submit the school's budgetary requests and monitor the expenditure of funds.
- K. To cooperate with college and university officials in teacher training and preparation.
- L. To assume responsibility for the safety, security and management of the school plant.

- M. To participate as an active and contributing member of the Superintendent's Administrative Cabinet.
- N. To keep abreast of and contribute toward trends, developments, and research, as they pertain to education and the operation of the schools.
- O. To encourage open communication among teachers, parents, students and the school administration.
- P. To periodically review the educational needs of the community and age level served by the school and develop plans for the resolution of identified needs.
- Q. To keep the Superintendent informed of the school's activities and problems.
- R. To coordinate the school's pupil personnel services.

ADOPTED:
6-13-1977

- A. **Qualifications:** The following qualifications for the position of secondary Assistant Principal shall be considered as minimum requirements for employment in the Weiser School District:
1. An administrative certificate issued by the State which is endorsed for the appropriate level of instruction.
- B. **Appointment:** The Assistant Principal shall be appointed by the Board of Trustees upon the recommendation of the Superintendent of Schools and the Principal of the building.
- C. **Re-Appointment:** The Assistant Principal shall be subject to yearly re-appointment at an executive session by the Board of Trustees in consultation with the Principal of the building and the Superintendent of Schools.
- D. **Responsibilities:** The performance responsibilities of the Assistant Principal shall be:
1. To report to the Principal.
 2. To serve as the acting Principal in the absence of the Principal.
 3. To assist in the development of policies and procedures in the building.
 4. To assist in the supervision and evaluation of professional and classified employees.
 5. To assist in curriculum revision and improvement in the building.
 6. To assist in the administration and coordination of the extracurricular program.
 7. To assist in the administration and collection of school extracurricular activity funds and to assist in the supervision of fund-raising activities by school clubs and organizations.
 8. To participate in Principal's meetings and such other professional meetings as designated by the Building Principal.

9. To assist in monitoring student attendance, conduct, health and safety.
10. To consult regularly with and coordinate the services of resource personnel in the building.
11. To represent the School at special school and community events which are scheduled to recognize the achievements of the students and professional staff members.
12. To assist in the preparation of reports, records and other correspondence, as required for the maintenance and operation of the curricular and extracurricular programs in the building.
13. To assist in the interpretation and implementation of the policies of the Board of Trustees and School District administrative regulations.
14. To assist in the recruitment, screening, orientation, training, assignment and employment of classified and professional staff members.
15. To assist in the implementation and operation of the student government program.
16. To assist in the interpretation of the educational program to the community and to help enlist the participation of the community in school life.
17. To serve with parent, faculty and student groups, as requested, in advancing educational and related activities and objectives.

ADOPTED:
6-13-1977

AMENDED:
1994, 2001

The Board of Trustees herein authorizes the Superintendent of Schools of the Weiser School District to establish an Administrative Cabinet for the purpose of conducting needed research and as an advisory body to the Superintendent.

ADOPTED:
6-13-1977

The following qualifications for the position of Academic Achievement Director shall be considered as minimum requirements for employment by School District 431:

- A. The Academic Achievement Director must hold an administrator's certificate issued by the State.

ADOPTED:
1994

AMENDED:
2002

- A. Appointment: The Academic Achievement Director shall be appointed to his/her position by the Board of Trustees in consultation with the Superintendent of Schools.
- B. Performance Evaluation: The performance of the Director shall thereafter be evaluated yearly by the Board of Trustees at an executive session designated for that purpose. The retention and re-employment of the Director shall be determined yearly during said executive session. The recommendations of the Superintendent of Schools in this matter shall be carefully considered, but the final decision will rest with the Board of Trustees. The Director will be notified, in writing, of the Board's decision, within forty eight (48) hours of said executive session.

ADOPTED:

1994

AMENDED:

2002

- A. Coordinate all aspects of the academic progress of the Weiser School District including but not necessarily restricted to: student assessment programs, assessment data collection and reporting, staff development.
- B. Monitor program compliance.
- C. Develop and write annual project applications.
- D. Budget program funds.
- E. Prepare required reports and maintain records.
- F. Assist principals and special personnel in delivery of services. Assist principals in supervision and evaluation of special services personnel.
- G. Assure opportunity for parent involvement and/or Advisory Councils at all levels.

ADOPTED:
1994

AMENDED:
2002

