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ADMINISTRATION SECTION 300

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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

Duty and Authority

As authorized by the Superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position's job description.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.

LEGAL REFERENCE: I.C.§ 33-513 Professional Personnel

ADOPTED:
6-13-1977

AMENDED:
2011

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of his/her assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, and established criteria. For building based school administrators such evaluation, except for that of the Superintendent, will include a section for input received from parents or guardians. Parental or guardian input forms will be made available on the main District webpage.

The Superintendent shall establish procedures for the conduct of these evaluations. Near the beginning of the school year, the Superintendent shall inform the administrator of the criteria to be used for evaluation purposes, including the adopted goals for the District. Such criteria shall include performance statements dealing with leadership; administration and management; school financing; professional preparation; effort toward improvement; interest in students, staff, citizens and programs; and staff evaluation.

Both staff members involved in the evaluation conference shall sign the written report and retain a copy for their records. The person being evaluated shall have the right to submit and attach a written statement to the evaluation within a reasonable time following the conference.

CROSS REFERENCE: 6300-Duties and Qualifications of Administrative Staff
Other than Superintendent

LEGAL REFERENCE: I.C. § 33-513 Professional Employees
I.C. § 33-518 Employee Personnel Files

ADOPTED:
6-13-1977

AMENDED:
2011

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

**POLICY TITLE: Qualifications Of Academic
Achievement Director**

**POLICY NO. 304.1
PAGE 1 of 1**

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

**POLICY TITLE: Appointment Of Academic
Achievement Director**

**POLICY NO. 304.2
PAGE 1 of 1**

- 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