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ADMINISTRATION GOALS

The purpose of school administration is to help create and foster an environment in which pupils can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruct and to higher student motivation and achievement.

The board will rely on its chief executive office, the superintendent of schools, to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization will be such that all schools are part of a single system subject to the policies set forth by the board and implemented through a single chief administrator, the superintendent. Within district policies and regulations, principals will be responsible and accountable for the administration of their respective schools.

Major goals of administration in the district will be:

- 1.) To manage the district's various units and programs effectively;
- 2.) To provide professional advice and counsel to the board and to any advisory groups established by board action;
- 3.) To implement the management function through a team management approach so as to assure the best and most effective learning programs through achieving such sub-goals as (a.) providing leadership in keeping abreast of current educational developments; (b.) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c.) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d.) providing access to the decision-making process for the ideas of staff, students, parents and others.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

JOB DESCRIPTION

TITLE: Superintendent of Schools

QUALIFICATIONS: 1.) South Dakota Teacher Certificate with Superintendent Endorsement
2.) Masters Degree in School Administration
3.) Three Years School Administration Experience
4.) Such Alternatives to the Above Qualifications as the Board May Find Appropriate and Acceptable

REPORTS TO: Board of Education

SUPERVISES: Directly or Indirectly, Every District Employee

JOB GOAL: To Provide Leadership in Developing, Achieving, and Maintaining the Best Possible Educational Programs and Services

PERFORMANCE RESPONSIBILITIES:

- 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.) Recommends the number and types of positions required to provide proper personnel for the operation of such a program.
- 3.) Recommends policies on organization, finance, instruction, school plant, and all other functions of the school program.
- 4.) Nominates for appointment all administrative personnel, subject to the approval of the board.
- 5.) Supervises the preparation and presentation of the annual budget and recommends it to the board for approval.
- 6.) Attends and participates in all meetings of the board, except executive sessions, those meetings which are concerned with the superintendent's employment.

- 7.) Conducts a continuous evaluation of the progress and needs of the schools and keeps the board informed.
- 8.) Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
- 9.) Oversees the processing and submission of required reports.
- 10.) Maintains directly or thorough delegation such personnel records, pupil accounting records, business records, and other records which are required by law and board policy.
- 11.) Performs such other duties as may from time to time be assigned by the board.

TERMS OF EMPLOYMENT: Up to a three (3) year contract, twelve months per year, at a salary and benefits to be negotiated with the board.

EVALUATION: As per Policy AFB and AFB-E

Adoption Date: July 8, 1996
Revised: May 12, 2003
Policy Committee Review: November 29, 2006
Policy Committee Review: September 26, 2012
Policy Committee Review: November 18, 2015

CROSS REF.: AFB, Evaluation of the Superintendent(Also File: CBG)

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

The appointment of a superintendent is a function of the board. The board will conduct an active search to find the person it believes can most effectively translate into action the policies of the board and the aspirations of the community and the professional staff.

The board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the board after a thorough consideration of qualified applicants.

The board will provide prospective applicants with a written list of the qualifications candidates should have before making application for the position.

Following the screening of applicant credentials, the board will invite the most desirable applicants for a personal interview.

A vote of the majority of the board at a meeting for which due notice has been given of the intended action will be required for the appointment of the superintendent.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

SUPERINTENDENT'S CONTRACT/COMPENSATION AND BENEFITS

The appointment of the superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation and other benefits, including vacation period, and other conditions of employment. The contract will meet all state legal requirements and will protect the rights of both the board and the superintendent.

The salary of the superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his/her appointment (or reappointment) and will be part of his/her written contract.

LEGAL REFS.: SDCL 3-10-2 et seq.
3-11-1 et seq.
3-12-46 et seq.
13-10-3;13-10-4;13-10-9;13-10-10

CROSS REFS.: GCBE, Administrative Contract Provisions

Adoption Date: July 8, 1996
Policy Committee Review: November 29, 2006
Policy Committee Review: September 26, 2012
Policy Committee Review: November 18, 2015

ADMINISTRATIVE ORGANIZATION PLAN

The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

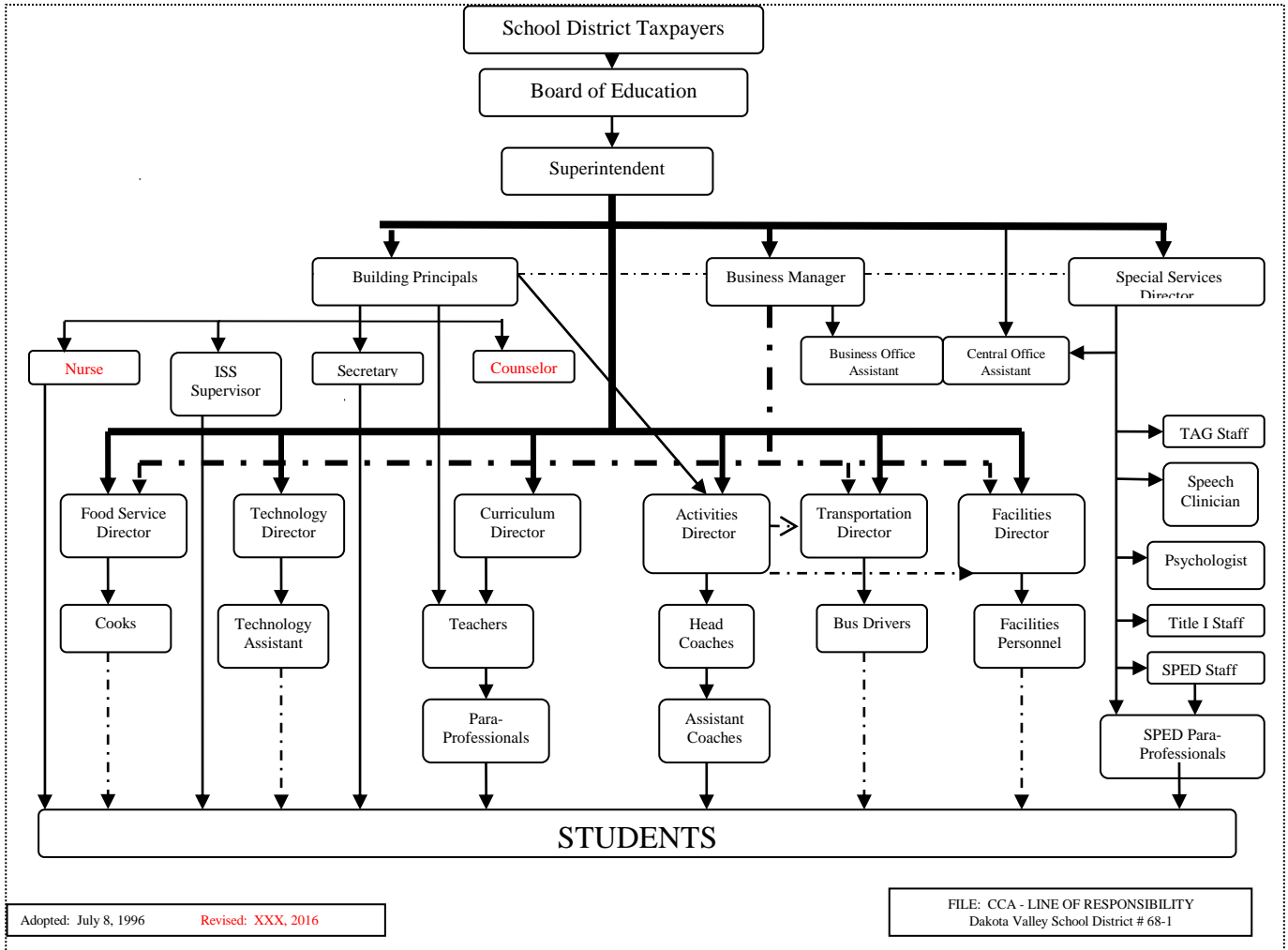
The legal authority of the board will be transmitted through the superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision-making processes.

The superintendent will be responsible for keeping the administrative structure of the school district up-to-date with the changes in goals, curriculum, instructional arrangements, and school services, and will recommend revisions in the structure as necessary to the board.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

Place Organization Charts (Chain of Command) Page(s) Here!



LINE AND STAFF RELATIONS

All personnel employed by the board will be responsible to the board through the superintendent. The board expects that the superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. All personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the district's programs and operations, the lines represent avenues for a two-way flow of ideas.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

COACHING POLICY

The Dakota Valley Board of Education requires that all coaches including volunteers involved in a sports program for grades 7 through 12 will comply with all the South Dakota High School Activities Association (SDHSAA) and the South Dakota Department of Education requirements.

Adopted:	January 13, 1992
Re-adoption:	July 8, 1996
Revised:	January 8, 2007
Policy Committee Review:	September 26, 2012
Revised:	January 11, 2016

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The superintendent may develop and lead such permanent and temporary councils, cabinets and committees as he/she deems necessary for proper administration of the school district program.

The groups established or authorized by the superintendent may be ad hoc (for the purpose of studying a particular issue) or may be commissioned to assist in a broad range of studies. Groups will be advisory in nature and will be subject to the same general guidelines on research, and release of information as established for groups advisory to the board.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

SCHOOL BUILDING ADMINISTRATION

Acting with the approval of the superintendent and upon the advice of central office administrators and district directors, each principal will be the chief administrator of his/her school. All personnel assigned to his/her building will be directly responsible to him/her. Staff members who work in more than one school will be responsible to the principal of the school during the time they are working in his/her building.

The principal is charged with the supervision and direction of the staff and the students assigned to the building. The building principal will see that the policies and regulations of the district, the directives of its officers, and the guidelines for the instructional program are observed. Within the framework of board policies and regulations set by the superintendent, the principal may establish and enforce such regulations as he/she deems advisable for the efficient operation of his/her school.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Revised:	January 14, 2013
Policy Committee Review:	November 18, 2015

POLICY IMPLEMENTATION

The superintendent has responsibility for carrying out, through administrative regulations, the policies established by the board.

The policies developed by the board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. Consequently, it is assumed that all board employees and students will willingly carry them out.

There are activities that are common to all departments and school levels, but procedures for conducting them may vary from unit to unit. Principals and Directors will establish procedures for conducting activities within their individual units within the larger framework of administrative regulations and board policies.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Revised:	January 11, 2016

DEVELOPMENT OF REGULATIONS

The board delegates to the superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

These required actions and detailed arrangements will constitute the administrative regulations governing the schools. They must be in every respect consistent with the policies adopted by the board.

In the absence of policy, the superintendent is authorized by the board to establish regulations as needed. Should the board consider it necessary, policy will be developed thereafter.

The board itself will formulate and adopt regulations only when required by law, and when the superintendent recommends board adoption in light of strong community attitudes or probable staff reaction.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

**BOARD REVIEW OF REGULATIONS
(AND APPROVAL FOR ISSUANCE)**

The board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the board's judgment, they are inconsistent with policies adopted by the board.

Administrative regulations need not be approved by the board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulations to have the board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the board. Those officially approved by the board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying board policy.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

REGULATIONS DISSEMINATION

The superintendent will establish and maintain an orderly plan for making regulations known to all staff members, students and the public. A regulation concerning a particular group(s) in the schools will be distributed to the groups(s) prior to the effective date of the regulation.

The superintendent will also provide easy access to an up-to-date collection of board policies and regulations for all employees of the school district, members of the board and the community at large.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

APPROVAL OF HANDBOOKS AND DIRECTIVES

To make pertinent board policies, district regulations and departmental and/or school rules and procedures known to all staff members and students, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with district-wide policies and regulations; it is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district. Therefore, board approval is required for all staff and student handbooks prior to publication.

As in the case of regulations affecting staff members; handbooks published specifically for a particular group of employees will be made available to all of the employees affected.

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Revised:	January 11, 2016

ADMINISTRATION IN POLICY ABSENCE

In the absence of board policy specifically covering any action that the superintendent feels he must take for the orderly execution of his/her duties, he/she may take temporary action that he/she feels will be in harmony with the overall policy of the board. However, the superintendent will not be free to act when the action involves a duty of the board that by law cannot be delegated.

In each case in which the superintendent must take such action, he will present the matter to the board for its consideration at its next meeting.

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Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

PROGRAM CONSULTANTS

In situations where knowledge and/or technical skills are needed that cannot be supplied by regular staff positions, technical and consultant assistance may be considered as one alternative for providing the desired service. The service may be provided consistent with budgetary appropriations.

All consultants will be approved by the superintendent prior to the invitation and arrangements for visitation by such person(s) to the school district. Any proposed contracts with consultants will be submitted to the board for approval.

Consultants, whether temporary, part-time or full-time, will exercise no administrative authority over the work of employees in the district, but will act only as advisers in those fields in which they are qualified to offer expert assistance.

All supervision of employees will be in the hands of those to whom such responsibility has been specifically delegated by the superintendent.

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Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015

SCHOOL DISTRICT ANNUAL REPORT

In accordance with state law, an annual report covering the educational and financial activities of the school district will be prepared by the business manager, with the assistance of the superintendent. The report will be presented to the board for its approval.

Upon approval by the board, the report will be filed as set by state law.

LEGAL REFS.: SDCL 13-8-47, 13-13-37

Adoption Date:	July 8, 1996
Policy Committee Review:	November 29, 2006
Policy Committee Review:	September 26, 2012
Policy Committee Review:	November 18, 2015