

## **ADMINISTRATION GOALS**

The purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to highest 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 advise and counsel to the board and to any advisory groups established by board action; and
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.

ADOPTED: April 19, 1982

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVIEWED: November 26, 2018

REVIEWED: November 3, 2022

## **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.

LEGAL REF.: ARSD 24:03:04:01

ADOPTED: April 18, 1983

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVIEWED: November 26, 2018

## Todd County School District Policy Regulation: CBB-R

### JOB DESCRIPTION

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Current South Dakota Teachers Certificate with Superintendent's endorsement
2. Minimum of Master's Degree
3. Successful experience as an educational leader and administrator with not less than five years public school 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, all employees of the district

JOB GOAL: To provide for effective administration of all schools and departments and educational leadership throughout the school system and community.

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. Serves as an *ex-officio* member of the board and attends and participates in meetings of the board.
3. With the Board President, prepares the proposed meeting agendas and submits to the board recommendations relative to matters requiring board action, placing before the board such facts, information, and reports as are needed to ensure the making of informed decisions.
4. Assumes responsibility, jointly with the business manager, for the overall financial planning of the district and for the preparation of the annual budget, and with the business manager submits it to the board for review and approval.

5. Recommends for employment employees of the district, and assigns, transfers, and recommends for dismissal employees of the district.
6. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
7. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the board informed of trends in education.
8. Holds such meetings of administrator, teachers, and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
9. Recommends to the board for its adoption courses of study curriculum guides, and major changes in texts and time schedules to be used in the schools.
10. Recommends to the board building alterations, additions, new equipment and the improvement of grounds and shall be responsible for supervising and administering capital outlay improvements.
11. Makes recommendations to the board concerning the transportation of pupils in accordance with the law and the requirements of safety.
12. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program.
13. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practical, and recommends policy in order to provide guidance in the future.
14. Performs such other tasks as may from time to time be assigned by the board.

TERMS OF EMPLOYMENT: Twelve months a year. Contract terms and salary to be negotiated with the board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions included in the Superintendent's contract.

REVIEWED: August 24, 2015

REVISED: November 26, 2018

REVIEWED: November 3, 2022

**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 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.  
                  3-12A-1 et seq.  
                  13-10-3; 13-10-4; 13-10-9; 13-10-10

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVIEWED: August 24, 2015  
REVIEWED: November 26, 2018  
REVIEWED: November 3, 2022

## TODD COUNTY SCHOOL DISTRICT POLICY: CBI

### EVALUATION OF THE SUPERINTENDENT

The board shall evaluate and assess in writing the performance of the superintendent twice during the first year of employment and on an annual basis thereafter as a minimum requirement and reserves the right to evaluate the superintendent as it deems necessary.

Once each fiscal year, the board and superintendent shall meet in closed executive session for the purpose of mutual evaluation of the performance of the superintendent. In the event that the board determines that the performance of the superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the board deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the superintendent. The superintendent shall have the right to make a written reaction or response to the evaluation within ten (10) days of receipt of the evaluation. This response shall become a permanent attachment to the superintendent's personnel file. Within thirty (30) days of the delivery of the written evaluation to the superintendent, the board shall meet with the superintendent to discuss the evaluation.

Through this process the board will strive to accomplish the following:

1. clarify for the superintendent his or her role in the school district, as seen by the board;
2. clarify for all board members the role of the superintendent in light of his or her job description and the immediate priorities among his/her responsibilities as determined by the board;
3. develop harmonious working relationships between the board and the superintendent; and,
4. provide administrative leadership of excellence for the school district.

Board consensus of the superintendent's abilities and performance will be put in writing, made available to him or her, and discussed with him or her in an executive session.

CROSS REF.: BEC, Executive Sessions

ADOPTED: April 18, 1983

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVISED: August 22, 2016

REVISED: November 26, 2018

REVIEWED: November 3, 2022

## **EVALUATION OF SUPERINTENDENT**

1. Attached are the forms to be completed by each board member.
2. Each board member's forms should be returned to the board chair or designated board member for compilation.
3. The designated board member or chair will compile the results on a preliminary summary evaluation form. The board will meet to discuss the results and prepare a final summary evaluation form representing the consensus of the board.
4. The superintendent will be presented with the final summary report from the full board, not the individual board members evaluation forms. It is important that the board speak with one voice in evaluating the superintendent.

ADOPTED: October 25, 1993

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVISED: March 29, 2016

REVIEWED: November 26, 2018

REVIEWED: November 3, 2022



**TODD COUNTY SCHOOL DISTRICT SUPERINTENDENT EVALUATION FORM**

The completed form is to be placed in the superintendent's personnel file.

**STANDARD ONE: SHARED VISION**

**Shared Vision:** A superintendent is an educational leader who promotes the success of every student by facilitating a shared vision of learning that is supported by the school community.

**PERFORMANCE INDICATORS**

- 1.1 Develops and implements district-wide vision, mission and goals.
- 1.2 Creates and implements plans to achieve goals.
- 1.3 Promotes continuous and sustainable improvement.
- 1.4 Monitors and evaluates progress and revises plans.

**SUPPORTING EVIDENCE AND COMMENTS**

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**RATING (circle the appropriate response)**

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**NEEDS IMPROVEMENT**

**EXEMPLARY**

**STANDARD TWO: CULTURE OF LEARNING**

**Culture of Learning:** A superintendent is an educational leader who promotes the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

PERFORMANCE INDICATORS

- 2.1 Nurtures and sustains a culture of collaboration, trust, learning, and high expectations.
- 2.2 Monitors and evaluates a rigorous and coherent district-wide curricular program.
- 2.3 Uses data to monitor the assessment and accountability systems to assure student progress.
- 2.4 Develops the instructional and leadership capacity of staff through quality professional development.
- 2.5 Promotes the use of the most effective and appropriate technologies to support teaching and learning.

**SUPPORTING EVIDENCE AND COMMENTS**

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RATING (circle the appropriate response)

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NEEDS IMPROVEMENT

EXEMPLARY



**STANDARD FOUR: FAMILY AND COMMUNITY**

**Family and Community:** A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.

PERFORMANCE INDICATORS

- 4.1 Collects and analyzes data and information pertinent to the educational environment.
- 4.2 Promotes understanding, appreciation, and uses of the community’s various resources.
- 4.3 Builds and sustains positive relationships with families and caregivers.
- 4.4 Builds and sustains productive relationships with community partners.

**SUPPORTING EVIDENCE AND COMMENTS**

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**RATING (circle the appropriate response)**

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**NEEDS IMPROVEMENT**

**EXEMPLARY**

**STANDARD FIVE: ETHICS**

**Ethics:** A superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness and in an ethical manner.

**PERFORMANCE INDICATORS**

- 5.1 Conducts oneself in an ethical, fair, trustworthy and professional manner.
- 5.2 Establishes practices to promote personal, physical and emotional health.
- 5.3 Demonstrates respect for diversity in students, staff and programs.
- 5.4 Considers and evaluates the potential moral and legal consequences of decision-making.

**SUPPORTING EVIDENCE AND COMMENTS**

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**RATING (circle the appropriate response)**

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**NEEDS IMPROVEMENT**

**EXEMPLARY**

**STANDARD SIX: SOCIETAL CONTEXT**

**Societal Context:** A superintendent is an educational leader who promotes the success of every student by understanding, responding to and influencing the political, social, economic, legal and cultural context.

**PERFORMANCE INDICATORS**

- 6.1 Advocates for children, families, and caregivers.
- 6.2 Serves as an advocate to community and legislature for issues beneficial to improved teaching and learning.
- 6.3 Provides leadership for defining superintendent and board roles, mutual expectations and formulating appropriate district policies.
- 6.4 Knows and supports the district school improvement plan and accurately reports progress on goals.

**SUPPORTING EVIDENCE AND COMMENTS**

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**RATING (circle the appropriate response)**

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**NEEDS IMPROVEMENT**

**EXEMPLARY**

## EVALUATION SUMMARY

Place *one* check [✓] in each row for each standard and *one* check [✓] for overall rating.

PERFORMANCE STANDARD	NEEDS IMPROVEMENT 1	2	3	EXEMPLARY 4
STANDARD ONE				
STANDARD TWO				
STANDARD THREE				
STANDARD FOUR				
STANDARD FIVE				
STANDARD SIX				
<b>OVERALL RATING</b>				

- A. Of the standards listed, which is the superintendent's greatest strength? How does this strength directly contribute to district goals?

B. Of the standards listed, which is presenting the greatest challenge to the achievement of district goals?

C. What supports might the board offer to enhance the superintendent's strengths and promote success over existing challenges?

D. Superintendent Comments:

Evaluation Period: \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **ADMINISTRATIVE ORGANIZATION**

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 to 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.

ADOPTED: April 18, 1983

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVIEWED: November 26, 2018

REVIEWED: November 3, 2022

## **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.

A line of authority shall be established in each building so that if an emergency occurs an authorized person will be in charge.

LEGAL REF.: ARSD 24:03:04:09

ADOPTED: April 18, 1983

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVISED: November 26, 2018

REVIEWED: November 3, 2022

<b>Todd County School District Policy: CF</b>
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## **SCHOOL BUILDING ADMINISTRATION**

Acting with the approval of the superintendent and upon the advice of central office administrators, each principal will be the chief administrator of his/her school building(s). All personnel assigned to the building(s) will be directly responsible to the principal. 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 that building.

The principal is charged with the supervision and direction of the staff and the students assigned to his/her building(s) and with care of the school facility and its equipment. He/she 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.

LEGAL REFS.: ARSD 24:03:04:02  
24:03:04:05

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVIEWED: August 24, 2015  
REVIEWED: November 26, 2018  
REVIEWED: November 3, 2022

## **CONTRACT RENEWAL PROCEDURES WITH ADMINISTRATORS**

The Todd County School Board of Education will each year determine whether the contract with each administrator shall be offered for another term. If the board determines to offer a new contract to an administrator, it shall offer the contract in writing by not later than March 15<sup>th</sup>; and the administrator shall have fifteen (15) days from date of offer to accept, sign and return the contract to the District. If not accepted by that date, the District shall declare the position open and shall commence to seek a replacement for the position.

If the board determines not offer a new contract to an administrator whose contract will expire at the end of the current school year, it will give written notice of that decision to the administrator. Such contract shall then expire at the end of its defined term.

The board shall have the authority to determine the rate of pay, hours of employment, fringe benefits, and other conditions of employment that shall be offered as a part of any particular administrator's contract. The board shall not be bound by any terms in one administrator's contract when offering a contract to any other administrator.

ADOPTED: April 11, 1994  
REVISED: March 25, 2008  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018  
REVIEWED: November 3, 2022

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<b>Todd County School District Policy: CFO</b>
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**LENGTH OF ADMINISTRATIVE STAFF CONTRACT YEAR**

The contract year for administrators on twelve (12) month contracts begins on July 1 and ends on June 30.

Administrators who have less than 12 month contracts report to work on August 1<sup>st</sup> and work all week days excluding teacher holidays per the adopted school calendar.

Administrators who have less than 12 month contracts work two weeks beyond the last day of school and additional days during June and July.

ADOPTED: March 14, 1994  
REVISED: November 11, 2003  
REVISED: May 25, 2010  
REVIEWED: August 24, 2015  
REVISED: January 26, 2016  
REVISED: April 26, 2016  
REVIEWED: November 26, 2018  
REVISED: March 8, 2021  
REVIEWED: November 3, 2022

## Todd County School District Policy: CFP

### RESIGNATION OF ADMINISTRATIVE STAFF

If an administrative staff member resigns from his/her position during the current contract term effective prior to the end of the current contract term, or resigns a contract for the following year if a contract for the following year has already been entered into between the District and administrator, written notice must be given to the board. A liquidated charge of four percent (4%) of the contract for which the resignation is being submitted will be assessed. The Board will not accept the resignation unless a certified check for the amount of liquidated damages accompanies the letter of resignation. Should a resignation not be effectuated as set forth above and the administrator not be present to fulfill the administrator's contractual obligations, the Board will initiate proceedings pursuant to SDCL 13-42-10 to suspend the administrator's certificate.

LEGAL REFS.: SDCL 13-4210; 13-42-12

ADOPTED: April 18, 1983  
REVISED: March 14, 1994  
REVISED: November 9, 1992  
REVISED: March 14, 1994  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018  
REVIEWED: November 3, 2022

## **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.

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 department heads will establish procedures for conducting activities within their individual units within the larger framework of administrative regulations and board policies.

ADOPTED: April 18, 1983

REVISED: January 10, 1994

REVIEWED: August 24, 2015

REVISED: November 26, 2018

REVIEWED: November 3, 2022

## **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 written regulations governing the schools. They must be in every respect consistent with the policies adopted by the board.

All new regulations intended to be implemented by the superintendent shall, to the maximum extent possible under the circumstances, be submitted to the Board of Education prior to implementation, and if not so possible then within thirty (30) days of implementation.

All existing regulations implemented by the superintendent prior to July 1, 2018, shall be submitted to the Board of Education for review.

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.

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018  
REVIEWED: November 3, 2022



## **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. Therefore, all handbooks must be approved prior to publication by the superintendent or other district administrator(s).

Prior to the commencement of each academic year, all handbooks will be presented to the board for approval and adoption. Once adopted, the handbooks will have the force of law of the Todd County School District, subject to existing policies of the Todd County Board of Education.

Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected.

Handbooks published particularly for the students will be distributed to all of the students.

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVISED: October 15, 2008  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018  
REVIEWED: November 3, 2022

**ADMINISTRATION IN ABSENCE OF POLICY**

In the absence of board policy specifically covering any action that the superintendent feels he/she must take for the orderly execution of duties, he/she may take temporary action that 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/she will present the matter to the board for its consideration at its next meeting.

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVIEWED: August 24, 2015  
REVIEWED: November 26, 2018  
REVIEWED: November 3, 2022

## **SCHOOL DISTRICT ANNUAL REPORT**

On or before the first day of August every school board shall file with South Dakota Department of Education an annual report. The report shall contain all the educational and financial information and statistics of school district as requested on forms furnished by the Department of Education. It is the responsibility of the business manager with the assistance of the superintendent to prepare the annual report for board approval.

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

ADOPTED: April 18, 1983  
REVISED: January 10, 1994  
REVIEWED: August 24, 2015  
REVISED: November 26, 2018  
REVIEWED: November 3, 2022