

## ADMINISTRATION

### Series 300

- 300            Role of School District Administration
- 301            Administrative Structure
  - 301.1           Management
- 302            Superintendent
  - 302.1           Superintendent Qualifications, Recruitment, Appointment
  - 302.2           Superintendent Contract and Contract Non-Renewal
  - 302.3           Superintendent Salary and Other Compensation
  - 302.4           Superintendent Duties
  - 302.5           Superintendent Evaluation
  - 302.6           Superintendent Professional Development
  - 302.7           Superintendent Civic Activities
  - 302.8           Superintendent Consulting/Outside Employment
- 303            Administrative Employees
  - 303.1           Administrative Positions
  - 303.2           Administrator Qualifications, Recruitment, Appointment
  - 303.3           Administrator Contract and Contract Non-Renewal
  - 303.4           Administrator Salary and Other Compensation
  - 303.5           Administrator Duties
  - 303.6           Administrator Evaluation
  - 303.7           Administrator Professional Development
  - 303.8           Administrator Civic Activities
  - 303.9           Administrator Consulting/Outside Employment
- 304            Policy Implementation
  - 304.1           Development and Enforcement of Administrative Regulations
  - 304.2           Monitoring of Administrative Regulations
- 305            Administrator Code of Ethics
- 306            Succession of Authority to the Superintendent
- 307            Communication Channels

## ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

Approved November 2010

Reviewed August 2015

Revised \_\_\_\_\_