

Article 2
Administration

Administrative Staff Organization

1 Job Descriptions

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3 1. Board of Education

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5 Confusion and misunderstanding between Board members, the Superintendent, staff
6 and community most often result from a lack of clearly set forth policies regarding the
7 Role and Function of the Board and Superintendent.

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9 The following are selected duties of the Board of Education.

- 10
11 a. To elect a Superintendent who shall be the Chief Executive and
12 Secretary to the Board.
- 13
14 b. To delegate operational responsibility to the education staff through the
15 Superintendent.
- 16
17 c. To employ all personnel upon the consideration of the recommendation
18 of the Superintendent.
- 19
20 d. To make continuous effort to acquaint themselves with matter pertaining
21 to education and to the duties and responsibilities of their office.
- 22
23 e. To reserve judgment on all matters until hearing the recommendation of
24 the Superintendent and discussing the matter with other members of the
25 Board in a duly authorized meeting.
- 26
27 f. To function and operate as a committee of the whole on all matters.
28 There shall be no standing committees of the Board. All special
29 problems shall be referred to the Superintendent for investigation and
30 report to the total Board.
- 31
32 g. No member of the Board has any legal authority to deal with the
33 Superintendent on an individual basis.
- 34
35 h. Each member of the Board is obligated to abide by and uphold the
36 adopted policies of the Board whether that individual voted for the
37 adoption or not.
- 38
39 i. During Board meetings and out of meetings, Board members will not
40 make statements that would be interpreted as having Board approval
41 when, in fact, they do not.
- 42
43 j. Board members are encouraged to visit schools and attend school
44 functions but must not speak or act in an official capacity.
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46 k. Only legal items will be discussed in closed sessions and all discussion
47 will be confidential.

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- i. The Board will avoid surprises to the Superintendent at Board meetings.
- m. Board members will respect the opinion of other Board members, the staff and community members.
- n. Board members will treat other Board members, the staff and community members with dignity and respect.
- o. Questions about agenda items will be directed to the appropriate staff member prior to a Board meeting.
- p. Any irritation with the Superintendent or a staff member will be discussed with the Superintendent as soon as possible.
- q. Any request by Board members for reports of study will be directed to the Superintendent.
- r. Any complaint made to a Board member will be referred to the Superintendent.
- s. Board members will exchange ideas freely and clearly and avoid internal conflicts that block progress.
- t. Board members understand and support the lines of authority and the assignment of all responsibilities.
- u. Board members will support the Superintendent and staff from unjust criticism.
- v. The Board will receive and welcome constructive criticism.
- w. The Board will receive and evaluate reports of the operation of the District.
- x. The Board will require that all employees of the District follow all policies of the District.
- y. The Board will consider all decisions in terms of what is best for the students.

Adopted: 6/28/83
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