

SECTION C: GENERAL SCHOOL ADMINISTRATION

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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 shall be reviewed in terms of the contribution they make to better instruction and to higher student motivation and achievement.

The Board shall rely on its chief executive officer, the Superintendent of schools, to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization shall be such that all departments of the district and 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. The principals of all schools and the administrators of divisions or departments are expected to administer their units in accordance with Board policy and administrative regulations. However, the mere execution of directives cannot and could not, by itself, be construed as good administration. Vision, initiative, resourcefulness, leadership, and consideration and concern for staff members, students, and parents are essential in effective administration of the schools.

Adopted: 1977

Revised: 12/12/89 8/10/10

SCHOOL SUPERINTENDENT

The Superintendent shall be the chief executive officer of the Board of Trustees and the administrative head of all divisions and departments of the school system.

Adopted: 7/13/76

Revised: 8/10/10

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

Preferred Qualifications

1. Master's Degree in administration
2. Minimum of ten years of experience in teaching and school administration – five years must be successful administrative experience
3. Compliance with W.S. §21-2-802(e)
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

General Duties

The Superintendent shall have the following general duties and powers as the chief executive officer of District #3:

1. It shall be the responsibility of the Superintendent, after consultation with his staff and any district committee(s) designed to facilitate this process, to nominate for appointment all personnel employed by the school district.
2. The Superintendent shall advise the Board concerning change of status or discharge of personnel, at such time as the Superintendent is convinced that an employee cannot improve to meet the standards established for the position.
3. The Superintendent may suspend any employee for good cause, subject to later action by the Board. The Superintendent shall promptly report such suspension to the Board.
4. The Superintendent shall be responsible for the improvement of inservice development for all employees. Through his assistants, he shall provide a continuous inservice program directed toward all facets of competence for both certificated and noncertificated employees.
5. The Superintendent shall assume responsibility, with such assistance as he may require, for the coordination of sound instruction programs. He shall direct studies to determine the adequacy of the curriculum and recommend to the Board any new courses of study or improvement in the organization of the curriculum as need arises.
6. The Superintendent shall have charge of the operation and the maintenance of the school buildings and related equipment.
7. In the absence of Board policy, the Superintendent shall assume the authority necessary to deal effectively with unforeseen situations suddenly arising, which action shall be promptly reported and subject to later consideration by the Board.

8. The Superintendent shall be responsible for directing the completion and filing of necessary reports to county, state, and federal agencies.

Specific Duties

1. To attend all meetings of the Board except when excused or when his own salary or reappointment is being considered.
2. To keep the Board informed on all school matters, including how policies are being carried out and the effectiveness of policies.
3. To administer the development and maintenance of a positive program of education designed to meet the needs of the community.
4. To direct a program of personnel recruitment and the recommendation of personnel to the Board.
5. To make necessary assignments of employees to secure the greatest efficiency of the entire staff. Personnel shall be advised of vacancies within the district.
6. To cause preparation of the annual budget, recommend it to the Board for approval, and administer the adopted budget.
7. To transmit appropriate and pertinent communications from the Board to employees and from employees to the Board.
8. To receive communications from the public concerning school affairs and to keep the public informed about the educational program and needs of the district.
9. To direct the maintenance of a comprehensive, efficient, accurate, and up-to-date personnel record system.
10. To report and interpret Board policies to the staff and to the community, and to propose new policies to the Board for adoption.
11. To record and report student attendance information as required by the state department of education.
12. To direct the members of the administrative staff in their duties.
13. To appraise the quality of teaching by the instructional staff for the purpose of increasing its effectiveness.
14. To appoint employee committees that may be required for the establishment and execution of educational policies and practices.

15. To attend state regional and national educational conferences as may be directed by the Board.
16. To recommend for Board approval courses of study and textbooks to be used in the schools.
17. To recommend policies, plans, and programs to the Board, and by preparation and presentation of facts and explanations, to serve as educational advisor to the Board.

Specific Business Management Duties

1. To supervise the controlling and administering of the school budget.
2. To prepare estimates for the budget making process.
3. To supervise the school district's bookkeeping and accounting activities.
4. To supervise the preparation and certification of the monthly payroll (teachers, custodians, bus drivers, substitute teachers, cafeteria help, and incidental employees) to the board.
5. To supervise accurate accounting of persons and moneys involved in the Public Employees Retirement Plan, state and federal withholding tax, etc.
6. To supervise accounting of fringe benefits and personal leave and to see that proper deductions in salaries are made when necessary.
7. To supervise the maintenance list of tuition pupils, to render bills to the proper persons, districts, or federal agencies, and to deposit collections.
8. To supervise the safe and systematic storage of materials, supplies, and equipment and to maintain a continuous inventory of the same.
9. To maintain a file of current catalogs, quotations, price lists and bids of the various firms supplying the school system.
10. To supervise the processing of requisitions, the preparation of purchase orders, the checking of deliveries against original orders, the preparation of vouchers (which shall contain proof of order, receipt, and proper billing), and the presentation of a summary of bills against the district to the Board for approval and payment.
11. To supervise the receipt of moneys, make proper accounting for them and deposit funds in the bank.

12. To receive and approve teacher requests for supplies, after requests have been approved by the principal.
13. To prepare a master list of all insurance policies of the district and inform the Board when they are subject to renewal.
14. To supervise the preparation for the Board of a monthly analysis of the income and expenditures of the district's general fund, activity fund, all federal funds, and lunch fund.
15. To supervise the preparation of monthly reconciliation statements of the district's books with the report of the county treasurer and the bank statements.
16. To prepare specifications and bid forms for equipment and supplies, submit them to interested suppliers, and present the quoted prices to the Board for its selection and approval of the purchase.
17. To prepare such maps, charts, and diagrams as will assist the Board and the public in understanding the activities of the school program.
18. To supervise the school lunch program.
19. To supervise the school transportation program.
20. To supervise the maintenance and operation of school plant and grounds.
21. To supervise the preparation of various local, state, and federal reports concerning business operation.
22. To supervise the scheduling and programming of non-school use of the school plant and facilities.
23. To supervise the recording of school attendance and any school bond elections.

Adopted: 7/13/76

Revised: 4/9/85 11/10/98 9/11/01 8/10/10

**RECRUITMENT, APPOINTMENT AND COMPENSATION OF
SUPERINTENDENT/SUPERINTENDENT'S CONTRACT**

The appointment of the Superintendent shall be the responsibility of the Board, which may seek assistance from staff and community in selecting a person for the position.

At its regular January meeting, the Board shall consider and act upon the Superintendent's contract for the coming year. Whenever practicable, the contractual term shall begin July 1.

The salary of a Superintendent new to the district and position, additional benefits, vacation entitlement, and other leave shall be determined at the time of the appointment.

Salary, additional benefits, vacation entitlement, and other leave of the reappointed Superintendent, shall be determined within six weeks after the close of the legislative session.

Additional benefits, such as health and other forms of insurance, annual vacation, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other full-time employees of the district.

Adopted: 7/13/76

Revised: 4/9/85 3/12/02 4/8/08 8/10/10

SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

The Board shall offer the Superintendent encouragement and assistance for his own professional development.

For this purpose, and so that he can keep the Board and certificated staff informed of new and promising educational developments, it will encourage him to attend educational conferences, seminars, workshops, and other professional meetings, visit other school districts, and use other means to keep abreast of modern educational thought and practices.

The Superintendent is requested to get approval from the Board in advance when he intends to leave the district for purpose of educational or professional development.

Adopted: 1977
Revised: 8/10/10

LINE AND STAFF RELATIONS

The Superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

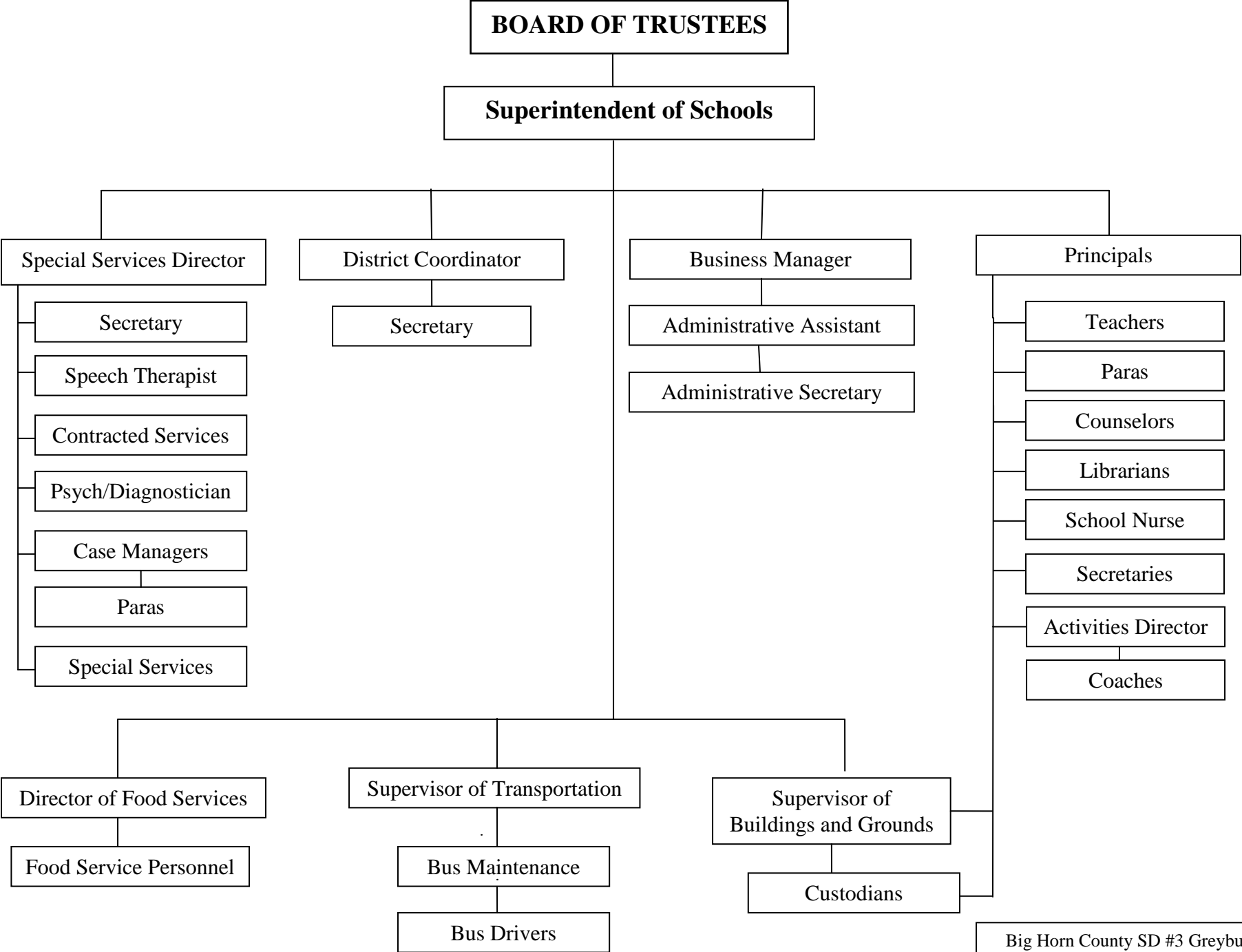
Lines of direct authority shall be those approved by the Board and shown on district organization charts. Para-educators and teachers that fill special services positions are shared responsibility of both the Building Principal and the Special Services Director.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible; only after resolution has been attempted through the chain of command. The administrator shall 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.

All personnel shall have the right to appeal any decision made by an administrative officer through procedures established by Board policy.

Adopted: 1977

Revised: 5/13/08 8/10/10



**POLICY IMPLEMENTATION/DEVELOPMENT
OF ADMINISTRATIVE RULES**

The Board shall authorize its Superintendent--and, through him, other employees of the school district--to carry out the executive policies and administrative details necessary to ensure that the policies of the Board are effective in the operation of the schools.

The Superintendent shall keep the Board informed on all school matters, including how policies are being carried out and the effectiveness of policies.

The Superintendent shall report and interpret Board policies to the staff and to the community.

Adopted: 7/13/76

Revised: 8/10/10

BOARD REVIEW OF ADMINISTRATIVE RULES

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

Administrative rules need not be reviewed by the Board in advance of issuance except in cases when strong community attitudes, or possible student or staff reaction, make it advisable for the regulation to have the Board's advance approval.

Adopted: 1977

Revised: 8/10/10

HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, District regulations, and departmental and/or school rules and procedures may be known by District personnel and students affected by them, 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 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, the Board expects handbooks to be approved by the Superintendent prior to publication.

The Board shall review and approve prior to publication the District-wide personnel handbooks and school student handbooks.

ALL HANDBOOKS ARE INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF THIS SCHOOL DISTRICT AND THE EMPLOYEES AND STUDENTS OF THE DISTRICT. NOTHING IN THE HANDBOOKS SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. THE HANDBOOK SHOULD NOT BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE BOARD OF TRUSTEES OF THE SCHOOL DISTRICT RETAINS THE SOLE AND EXCLUSIVE RIGHT TO ADD, DELETE AND AMEND THE PROVISIONS CONTAINED IN THE HANDBOOKS AT SUCH TIME AS THEY DEEM IT NECESSARY AND IN THE MANNER THEY DEEM BEST FOR THE SCHOOL DISTRICT. NOTHING IN THE HANDBOOKS SHALL BE CONSTRUED AS ALTERING THE RIGHT OF THE SCHOOL DISTRICT TO TERMINATE ANY CLASSIFIED EMPLOYEE AT ANY TIME WITH OR WITHOUT GOOD CAUSE.

Adopted: 1977

Revised: 8/10/10 4/11/17

ADMINISTRATION IN POLICY ABSENCE

In the absence of Board policy, the Superintendent shall assume the authority necessary to deal effectively with unforeseen situations suddenly arising, which action shall be promptly reported and subject to later consideration by the Board.

Adopted: 7/13/76

Revised: 8/10/10