

## 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.

MANAGEMENT

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 301 Administrative Structure

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, creed, marital status, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (2010).  
42 U.S.C. §§ 2000e *et seq.* (2010).  
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2011).  
281 I.A.C. 12.4(4).  
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
301 Administrative Structure  
302 Superintendent

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference:        *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).  
                              *Cook v Plainfield Community School District*, 301 N.W.2d 771 (Iowa App. 1980).  
                              *Board of Education of Fort Madison Community School District v. Youel*, 282  
                              N.W.2d 677 (Iowa 1979).  
                              *Briggs v Board of Directors of Hinton Community School District*, 282 N.W.2d 740  
                              (Iowa 1979).  
                              *Luse v. Waco Community School District of Henry Co.*, 258 Iowa 1087, 141  
                              N.W.2d 607 (1966).  
                              Iowa Code § 279.  
                              281 I.A.C. 12.4.

Cross Reference:        302     Superintendent

Approved 3/11/02

Reviewed 1/18/16

Revised 6/21/2021

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (2011).  
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved 3/11/02

Reviewed 6/21/2021

Revised \_\_\_\_\_

## SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;

## SUPERINTENDENT DUTIES

- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (2013).  
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures  
301 Administrative Structure  
302 Superintendent

Approved 5/13/91 Reviewed 6/21/2021 Revised 1/18/16

### SUPERINTENDENT/ELEMENTARY PRINCIPAL DUTIES

~~The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.~~

~~The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.~~

~~In executing the above stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically the superintendent:~~

~~JOB GOALS: (1) To guide the administrative team, all instructional staff and support service staff members in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with the opportunity for a complete, valuable, meaningful, and personally rewarding education. (2) To provide effective educational leadership to building area; carry out district's policy and administrative rules and regulations; to interpret the school's programs to staff, parents, and community; to carry out the directing of activities for the elementary level; to provide the best possible education for all students. (3) Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever present awareness of and concern for their impact upon each individual student's education.~~

### PERFORMANCE RESPONSIBILITIES:

- ~~• Be in all respects the chief executive officer of the board except as otherwise provided by law. He/She shall have the power to make rules not in conflict with law or with the policies of the board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.~~
- ~~• Be directly responsible to the board; he/she will be expected to initiate and direct the development of policies for the approval of the board, and to delegate such responsibility to associates and subordinates as he/she may deem desirable.~~
- ~~• Attend all meetings of the board except those concerned with his/her own contract status and be granted the privilege of taking part in the deliberations, but shall not vote.~~
- ~~• In order to assist the board in reaching sound judgments, establishing policies and approving those matter which the law requires the board to approve, be responsible for placing before the board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, of those persons who, in his/her opinion or that of the board or the President, are particularly qualified to furnish it.~~
- ~~• Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the board, as provided by law and the policies of the board for final approval and confirmation.~~



### SUPERINTENDENT/ELEMENTARY PRINCIPAL DUTIES

- Direct the professional supervisory staff in its visitations of the schools under his/her charge. Through his staff, he/she shall direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of pupils; and perform such other duties as the board determines.
- Direct the work of his/her professional staff in the evaluation of curriculum and textbooks, and upon the basis of such study, shall make recommendations for consideration and judgment.
- Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
- Direct the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the total needs of the district for the ensuing fiscal year and submit this estimate to the board in accordance with the requirements of the law.
- Approve and direct, in accordance with law and rules of the board, purchases and expenditures, within the limits of the detailed budget approved by the board.
- Exercise leadership in directing necessary studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to assure timely decisions by the board and electorate regarding construction and renovation projects.
- Represent the district as its chief executive officer in all dealings with other school systems, social institutions, business firms, agencies of government, and the general public.
- Keep the public informed about modern educational practices, educational trends, and the practices and problems in the school district.
- Serves as the school district's school improvement coordinator. Responsibility includes completing all reporting requirements pertaining to student achievement data required by the Iowa Department of Education and No Child Left Behind, and working cooperatively with the secondary principal to develop all professional development activities.

### THE FOLLOWING PERTAINS MORE SPECIFICALLY TO THE RESPONSIBILITIES OF THE ELEMENTARY PRINCIPAL PORTION OF THIS JOB DESCRIPTION

- Establishes and maintains an effective learning climate in the school.
- Supervises the school's teaching process.
- Evaluates staff members under his/her control regarding their individual performance.
- Initiates, designs, and implements school programs to meet the specific needs of the school.
- Prepares schedules, supervises preparation of records, and other paperwork required or appropriate to the school's administration.
- Supervises in cooperation with the secondary principal the development, revision, and evaluation of the curriculum.
- Provides for adequate inventories of property and equipment for the district.
- Interprets and enforces district policies and administrative regulations.
- Assists in the securing and placement of staff members including substitute teachers.
- Assumes administration of the elementary area of the school plant.
- Supervises or delegates supervision of activities and programs of the school.
- Supervises or provides supervision over the lunch hour.
- Cooperates with secondary principal in maintaining school activity calendar.

~~SUPERINTENDENT/ELEMENTARY PRINCIPAL DUTIES~~

- ~~• Acts as a liaison between the school and the community, interpreting activities, and policies of the school and encouraging community participation in the school.~~
- ~~• Attends special events, activities, athletic events and functions.~~
- ~~• Assumes responsibility for professional growth and development through membership in professional organizations, meetings, graduate courses, etc.~~
- ~~• Develops handbooks for teachers, students, and parents.~~
- ~~• Primary investigator for harassment complaints.~~
- ~~• Level I child abuse investigator.~~
- ~~• Supervises or provides a designee for the staffing of special students.~~
- ~~• Maintains high standards of student's conduct and enforces discipline when necessary in accordance to a student's right to due process.~~
- ~~• Plans and supervises fire drills and other emergency proceedings.~~
- ~~• Reports suspected cases of child abuse to necessary authorities with adequate documentation.~~
- ~~• Keeps instruction and learning foremost by acting as a facilitator for innovative thinking and action, and by helping individual teachers appraise and improve his/her own effectiveness.~~
- ~~• Perform such other tasks as may from time to time be assigned by the Board.~~

~~This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.~~

~~Legal Reference: Iowa Code §§ 279.8, .20, 23A (1999).  
281 I.A.C. 12.4(4).~~

~~Cross Reference: 209 Board of Directors' Management Procedures  
301 Administrative Structure  
302 Superintendent~~

Approved 5/13/91 Reviewed 10/10/05 Revised 06/16/11 Suspended: 1/18/16

## SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent once every three years. However, the superintendent shall update annual goals with school board approval/review by September 30 of each year. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted once every three years at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).  
Iowa Code §§ 279.8, .20, .23, .23A (2011).  
281 I.A.C. 12.3(4).

Cross Reference: 212 Closed Sessions  
302 Superintendent

Approved 5/13/91

Reviewed 6/21/2021

Revised 9/14/09

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2011).  
281 I.A.C. Ch 8; 12.7.

Cross Reference: 303.7 Administrator Professional Development  
401.7 Employee Travel Compensation

Approved 5/13/91

Reviewed 6/21/2021

Revised 1/18/16

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2011).  
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation  
303.8 Administrator Civic Activities

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (2011).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal  
302.4 Superintendent Duties

Approved 10/10/05

Reviewed 6/21/2021

Revised \_\_\_\_\_

ADMINISTRATIVE POSITIONS

The school district will have, in addition to the superintendent, the following administrative positions

Elementary Principal

Secondary Principal

These administrators will work closely with the superintendent in the day-to-day operations of the school district.

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2011).  
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, creed, marital status, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2011).  
281 I.A.C. 12.4.  
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Approved 2/10/97

Reviewed 6/21/2021

Revised 02/09/09



ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).  
*Cook v Plainfield Community School District*, 301 N.W. 2d 771 (Iowa App. 1980).  
*Board of Education of Fort Madison Community School District v Youel*, 282 N.W. 2d 677 (Iowa 1979).  
*Briggs v Board of Education of Hinton Community School District*, 282 N.W. 2d 740 (Iowa 1979).  
Iowa Code §§ 279.20, .22-.25 (2011).  
281 I.A.C. 12.4(4), .4(7).

Cross Reference: 303 Administrative Employees

Approved 2/10/97 Reviewed 6/21/2021 Revised 3/11/02

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (2011).  
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

## ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2011).  
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Approved 5/11/91

Reviewed 6/21/2021

Revised 1/18/16

## ADMINISTRATOR EVALUATION

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2011).  
281 I.A.C. Ch 83; 12.3(4).

Cross Reference: 303 Administrative Employees

Approved 5/13/91

Reviewed 1/18/16

Revised 6/21/2021

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2011).  
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development  
401.7 Employee Travel Compensation

Approved 5/13/91

Reviewed 06/16/11

Revised 6/21/2021

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2011).  
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2011).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal  
303.5 Administrator Duties

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 209 Board of Directors' Management Procedures  
304.2 Monitoring of Administrative Regulations

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_



MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2011).

Cross Reference: 209 Board of Directors' Management Procedures  
304.1 Development and Enforcement of Administrative Regulations

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

## ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal Reference: Iowa Code § 279.8 (2011).  
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

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SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order: Secondary Principal, Elementary Principal.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2011).  
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 3/11/02 Reviewed 6/21/2021 Revised \_\_\_\_\_

## COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the Board's discretion whether to hear the concern.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 213 Public Participation in Board Meetings  
213.1R1 General Complaints by Citizens  
401.4 Employee Complaints  
502.4 Student Complaints and Grievances  
504.3 Student Publications

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