

ADMINISTRATION

6100

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools and of all divisions and departments of the District, in accordance with Board policies and directives and State and federal law. The Superintendent will have such powers and duties as the Board may prescribe to him or her. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated. The Superintendent is directly responsible to the Board for the observance of its Policies by all employees throughout the system, and for the enforcement of all provisions of the law relating.

The Board hereby delegates authority to the Superintendent to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the Board in the designated period of time.

The Superintendent's primary function is to provide leadership and direction to every member of the administrative, instructional, and support services staff in the effort to provide a quality education for the students enrolled in the schools of District. His or her responsibilities include general school administration, instructional programs and services, personnel leadership and supervision, business and fiscal operations, school facilities management, pupil transportation, record keeping and reporting, and community relations.

The Superintendent shall represent the District at local, State, and national professional meetings and in all dealings with other school systems, social institutions, business forums, agencies of government, and the general public. The Superintendent shall maintain, through cooperative leadership within and without the school system, a program of public relations to improve understanding and morale within the schools, and to keep the public informed as to the activities, needs, and successes of the schools. The Superintendent shall maintain active membership in the Chamber of Commerce and in at least one civic organization and actively participate in other community affairs.

The Superintendent must maintain, directly or through delegation, such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy. The Superintendent shall also complete such additional administrative assignments as may be determined by the Board.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, parents, business, and various segments of the community. The Superintendent shall have a valid Idaho superintendent's endorsement. The Superintendent must have a Master's Degree or Doctorate from an accredited college or university.

The Superintendent must keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means. The Superintendent must keep the Board informed of trends in education.

A Superintendent must have demonstrated:

1. An ability to provide strong leadership in dealing with critical educational needs;
2. Successful experience developing and implementing innovative programs to meet student needs;
3. An ability to generate community support for educational needs;
4. Competency in the skills required to perform the major duties and responsibilities of Superintendent; and
5. Successful experience in administration.

The Board will employ a Superintendent for a term not to exceed three (3) years. When the office of Superintendent becomes vacant, the Board may conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent using standards and objectives developed by the Superintendent and the Board which are consistent with the District's mission and goal statements. The evaluation of the Superintendent will be based solely on the criteria established by the Board and the Superintendent at the beginning of the evaluation period unless otherwise revised through an agreement by both parties. The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

A specific time shall be designated for a formal evaluation session. The Chair shall coordinate the evaluation process with the Board Clerk and the Superintendent. Each Board Member shall individually complete an evaluation of the performance of the Superintendent indicating the strengths of the Superintendent's job performance for the prior year. The evaluation will also set

forth areas where improvement in the Superintendent's job performance is needed. In addition, the Superintendent may prepare a self-evaluation to share with the Board.

The Board shall meet in executive session to synthesize an evaluation summary. The Chair/designee shall prepare in writing a document of the board summary and send a copy to each Board member to affirm or amend.

The Clerk shall send the revised summary to the Superintendent and Board. The Superintendent shall have an opportunity to meet with the Board in executive session to discuss the Board summary evaluation. The Board will affirm or amend the Board summary evaluation. The Superintendent may offer a written response to his or her evaluation.

The Board summary evaluation which is approved by the Board shall be signed by the Superintendent and the Chair. The signed evaluation, the self-evaluation and any written response shall be placed in the Superintendent's permanent file.

A portion of the evaluation must include multiple objective measures of student growth in achievement as defined in Section 33-1001, Idaho Code.

Through evaluation of the Superintendent, the Board shall strive to accomplish the following:

1. Clarify expectations among Board Members as well as between the Board and the Superintendent;
2. Provide a structured vehicle for maintaining open communication;
3. Provide a regular forum for discussion so that problems are resolved;
4. Provide an environment for discussing as well as listening;
5. Give encouragement and commendation for work well done as well as identify areas needing strengthening; and
6. Establish reasonable standards for continued employment.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

Except during the year of initial appointment, the Superintendent's contract will be reviewed at the regular Board meeting each January and, if approved, may be extended for not less than one (1) additional year beyond the established expiration date of the contract. The Superintendent does not acquire renewable contract rights.

The Superintendent will be employed for a twelve (12) month period and will be paid as determined by the Board. The Superintendent will be entitled to paid vacation as determined by the Board.

Cross Reference: 1315

District Planning

Legal Reference: I.C. § 33-320

Strategic Planning and Training

I.C. § 33-513

Professional Personnel

I.C. § 33-1001

Definitions

IDAPA 08.02.02.120

Local District Evaluation Policy

Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006

U.S. Dist. Ct. LEXIS 52243

Policy History:

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