

### ADMINISTRATIVE GOALS

The Board of Education believes that proper administration is vital to a successful educational program. The coordination and supervision of all aspects of the operations of the district's schools, pursuant to the policies of the Board, are necessary for the development and maintenance of an effective learning environment. Administrative duties and functions are to be assessed in terms of their contributions to the improvement of education in the district. The Superintendent of Schools, as chief executive officer of the district, is to provide the leadership necessary to support this objective.

District administration is to be organized so that all divisions and departments of the central office and all schools operate within a system guided by Board policies, which are implemented through the Superintendent. All personnel will have the necessary authority and responsibility (clearly defined and correlated to their roles) to carry out their respective assignments within this framework. Accountability will rest with these same personnel for the effectiveness with which their duties are performed.

Major goals of district administration will be:

1. to effectively manage the district's various departments, units and programs;
2. to provide professional advice and counsel to the Board and to advisory groups established by Board action. This includes the review of policy alternatives and the subsequent recommendation from among them;
3. to perform managerial duties as will best assure effective learning programs, including but not limited to:
  - a. ensuring the effective implementation of Board policy;
  - b. addressing the on-site needs of the district's schools;
  - c. providing leadership in keeping abreast of current educational developments;
  - d. arranging for effective staff development programs;
  - e. coordinating cooperative efforts at improving learning programs, facilities, equipment and materials; and
  - f. providing channels for the upward flow of information necessary and useful in the design and development of school policy.

Note: Policy added

The Association recommends that the Board begin each section by stating its goals and objectives in that area of school district operation.

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### LINE AND STAFF RELATIONS

The following principles shall govern the administrative operation of the school system:

1. The Superintendent of Schools shall have specific responsibility for overseeing the district educational programs.
2. Responsibility shall flow from the Board of Education, to the Superintendent, to Building Principals, to teachers.
3. Each member of the staff shall be informed as to whom he/she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. Each staff member shall be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
6. Each staff member shall be informed as to whom he/she should report to for help in carrying out his/her functions.

#### *Line of Responsibility*

Each employee in the school system shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when deemed necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.

Note: Policy added

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**SCHOOL BUILDING ADMINISTRATION**

The Superintendent of Schools will delegate administrative authority to the Superintendent substitute of each school and to his/her assistant(s) within the district's system for the internal management of the schools, within established Board of Education policy and administrative regulations.

Note: Policy added

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**POLICY IMPLEMENTATION**

The execution, administration and enforcement of all policies of the district is the responsibility of the Superintendent of Schools. He/She shall report to and be accountable to the Board of Education and not any officer, committee or individual member of the Board, in fulfilling this responsibility.

Note: Policy added

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**DEVELOPMENT OF REGULATIONS**

The Superintendent of Schools shall be responsible for developing regulations consistent with policies of the Board of Education. In developing such regulations, the Superintendent shall, whenever feasible, seek the advice and opinions of any staff member who will be affected by the proposed regulations, and establish procedures to ensure that such advice and opinions are received.

The Superintendent shall give due weight to the opinions of staff, especially those offered by representatives of any bargaining units. The Superintendent shall inform the Board of any advice or opinions given by staff in presenting reports of administrative action or when presenting recommendations for action by the Board.

Ref: Education Law ' ' 1709; 1711

Note: Policy added

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