

## 401 ADMINISTRATION GOALS/PRIORITY OBJECTIVES

The administration of this school system is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff in their efforts to reach educational goals adopted by the Board. Administration must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system. Without such a base, the school system will lack that uniting force which makes everyone in the organization feel important regardless of the tasks or duties, which he or she is discharging, professional or nonprofessional.

The Board expects the administration to specialize in:

The processes of decision-making and communication.

Planning, organizing, implementing, and evaluating educational programs.

The coordination of various centers of power within the school system and the community so as to enable people to do the things together for education that they might never be able to do separately.

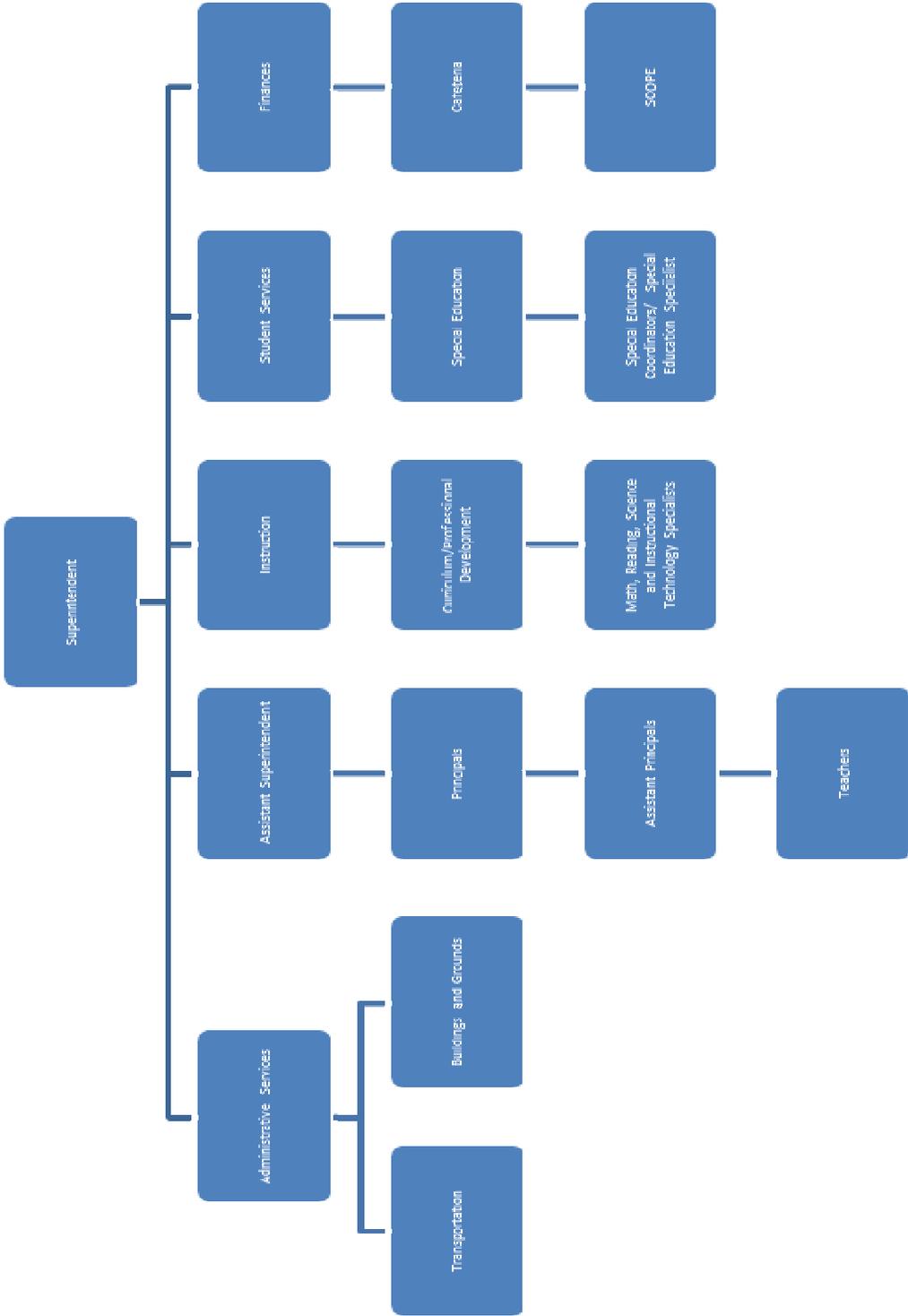
The demonstration of leadership.

The development and maintenance of close working relationships and channels of communication within the school system and community.

The prevention of misunderstandings and development of cooperation toward attaining the educational goals adopted by the Board.

The implementation of the district strategic plan.

402 ORGANIZATIONAL CHART



#### 403 EMPLOYMENT OF SUPERINTENDENT

The Board places the primary responsibility and authority for the administration of this district with the Superintendent. Selection of a Superintendent is therefore critical to the effective management of the district.

Appointment: The school board shall select and employ the superintendent of schools who will also serve as the secretary of the school board.

Salary: the school board shall fix the salary of the superintendent of schools, and there shall be provision for expenses incurred in the performance of his/her duties as approved by the school board.

Duties and Responsibilities: The superintendent of the schools shall be the chief executive officer and educational advisor of the school board and shall provide educational leadership for the school district.

The superintendent shall attend all meetings of the school board and shall have the right to speak on all matters before the school board or any committee of the school board.

The superintendent shall administer and supervise the public schools of the district and shall have general control over all personnel in the employment of the school board. In all matters where duties are not definitely prescribed, the superintendent shall exercise discretion subject to the subsequent approval of the school board.

The superintendent shall establish such administrative procedures and regulation for the conduct of the schools as he/she may deem to be in the best interest of the schools.

The superintendent shall recommend for appointment all personnel to be employed by the school board.

The superintendent shall have the authority to fill all vacancies caused by temporary illness or necessary absence of teachers or other employees are appointed; such employees shall be subject to school board approval.

The superintendent in accordance with Board policy shall assign principals, custodians, and other employees to schools, and teachers to the schools, subjects, and grades according to the needs of the system.

The superintendent shall be knowledgeable of and responsible for the preparation of all programs of instruction and shall submit to the school board such programs and courses that he/she approves. Changes in the programs of instruction shall be recommended to the school board for approval.

The superintendent shall arrange and have authority over the control, classification, and promotion of pupils.

The superintendent shall prepare and present each year a budget showing by items the amounts of money needed for the maintenance of the public schools for the coming year.

The superintendent or a designee shall approve and direct all purchases and expenditures within the limits of the detailed budget approved by the school board.

The superintendent shall keep the school board informed as to building needs and shall recommend plans for new buildings and for alterations of building for appropriate action in accord with state policies and procedures.

The superintendent shall recommend for the approval of the school board changes in school policies needed for the direction and control of the schools, and shall keep in ready reference a current record of all policies and procedures.

The superintendent shall have the responsibility to consider and make decisions or recommendations about all complaints and requests referred to him/her for special adjustment in connection with children, parents, staff, and the public.

The superintendent shall serve as the school board's representative in cooperative undertakings with other community agencies.

The superintendent may delegate to subordinates any of the powers and duties which the school board has entrusted to him/her; but in every instance when a power or duty is delegated, the superintendent shall continue to be responsible to the school board for the execution of the delegated duty.

The superintendent shall have the power to authorize the cancellation of school when he/she deems it inadvisable to hold sessions because of storms or other unusual conditions.

The superintendent shall keep informed of worthwhile educational enterprises in other districts, their plans or organizations, methods of instruction and other matters in order to advise the school board, school personnel, and the community on new developments in education. The expenses incurred by the superintendent of schools in attending conventions or meetings and in

visiting other school systems in behalf of the school board will be assumed as school expenditures.

The superintendent shall report important administrative transactions and school district issues on a monthly basis.

Resignations: The superintendent shall give the school board a resignation notice at least six (6) months in advance of the date of such resignation, except that the school board may approve exceptions to this policy.

Assistants to the Superintendent of Schools: As the school district becomes eligible for assistants to the superintendent and/or additional administrative positions according to the rules and regulations of the State Board of Education and/or the legislature, and as any other assistants are deemed necessary by the board, such assistants will be appointed by the Board of Education on recommendation of the superintendent.

Such assistants or additional administrative positions shall be directly responsible to the superintendent of schools. They shall perform such directed duties and have such responsibilities in the board areas of instruction, business management, operations, and maintenance as the superintendent may direct.

Development of Regulations: The Board delegates to the superintendent the function of specifying required actions and designing the detailed arrangements under which the district will be operated in accordance with Board policy. These detailed arrangements constitute the regulations governing the district.

#### 404 EMPLOYMENT OF ADMINISTRATORS

The Board places substantial responsibility and authority for the effective management of the District with administrators who are employed by the District.

The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by the District.

For purposes of this policy, administrative positions shall be deemed to be those established, as the State Board of Education shall deem administrative positions to be those established as administrative positions.

Such approval shall normally be given to those candidates for employment recommended by the Superintendent.

When the Board has rejected any recommended candidate, the Superintendent shall make a substitute recommendation.

Any employee's misstatement of fact-material to qualifications for employment or the determination of salary—shall be considered by the Board to constitute grounds for dismissal.

No candidate for employment as an administrator shall receive recommendation for such employment without evidence of his/her certification, if such certification is required.

The superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines:

He/she shall recruit and recommend applicants in accordance with board policy and state and federal law.

He/she shall seek candidates of good moral character for employment who possess the following attributes:

- a) Successful educational training and experience
- b) Scholarship and intellectual vigor
- c) Appreciation of children
- d) Good physical health
- e) Emotional and mental maturity and stability

## 405 EVALUATION OF ADMINISTRATORS

The purpose of appraising the performance and effectiveness of administrators is to promote improvement in the administrative function, to recognize exceptional professional performance, and ultimately to bring continued improvement in the teaching-learning process in the district schools. The process should be constructive and facilitates mutual understanding between the employee and evaluator.

Each administrator's performance and effectiveness will be assessed within the scope of that person's area of responsibility, system-wide goals and objectives, and individual performance objectives.

Evaluation will be an ongoing process but written evaluations will be developed by December 15 of each year and reviewed with the Board by December 30. The following procedures will be used:

The building principals will be evaluated on an annual basis by either/or the superintendent or their immediate supervisor. Evaluations will be conducted in accordance with State of Delaware administrator appraisal system pursuant to Chapter 12 of Title 14 of the Delaware Code.

Central office administrators will be evaluated by their immediate supervisor or the superintendent. Evaluations will be conducted in accordance with State of Delaware administrator appraisal system pursuant to Chapter 12 of Title 14 of the Delaware Code.

The superintendent will be evaluated by the Board of Education. Evaluations will be narrative and consist of findings, commendations and recommendations. Evaluation will focus on the superintendent's job description and specific responsibilities designed for the year.

## 406 DESCRIPTION OF JOB

All job descriptions will be available in each school building and central office in the district personnel manual.

FIRST READING:	December 20, 2005
SECOND READING AND APPROVAL:	January 24, 2006
FIRST READING:	November 19, 2014
SECOND READING AND APPROVAL:	December 17, 2014