

2020 ADMINISTRATIVE OPERATIONS

To guide the Superintendent in determining the pattern of his/her administrative operations, the School Board makes the following statement:

1. The School Board will devote its major effort to clarifying and establishing goals for the School District and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals, and to performing such ministerial functions as required by law and state regulations.
2. The School Board wishes to maintain and foster good relations between itself and members of the professional staff, among residents and parents of the School District, and students in the schools. The School Board values the free interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the School District. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level.
3. The School Board encourages the Superintendent to keep abreast of, and to apply, the best known administrative and educational concepts and procedures designed to harness the total talents of the School District's personnel in enthusiastic pursuit of the goals of the schools.
4. School Board expects the district-wide administrative staff to assist principals and teachers develop, organize, administer, and supervise the schools' programs. The district-wide administrative staff should visit schools and be available for special help upon request. The procedures for operating the School District are developed through the cooperative action of support staff, teacher, and principals. Other functions of administrators who hold district-wide responsibilities include:
 - Conduct and direct research that determines the future development of the educational program.
 - Establish working relationship and communication channels among school personnel.
 - Help teachers and principals prepare budgets, and secure needed supplies and services.
 - Organize the resources of teachers and lay groups in program planning.
 - Assist in evaluating the school program.
 - Supervise the maintenance, operation, and repair of the school plant.
 - Provide pupil personnel services.
 - Participate in the supervision of instruction.
 - Assist in solving school problems.
 - Supervise the planning and construction of new facilities.
 - Provide special services for the orientation of new personnel.
 - Direct the program of continuous curriculum development.
 - Inform the public on the status and needs of the school program.

Adopted: 06-09-1970 ISD 709

Revised: 06-20-1995 ISD 709