

Administrative Operations

The Board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the Superintendent. Together, the Board and the Superintendent are a team, each playing a well-defined position.

The Superintendent will be the Chief Executive Officer of the Board and will be responsible for the administrative and advisory functions of the Board. Planning, policy making, and evaluation are the functions of the Board.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

The School Board will determine the policies and establish the goals and objectives that will guide the decision making process governing all activities of the schools. In setting policies it will seek the advice and assistance of the Superintendent and the faculty, staff, employees, or organizations and other relevant persons through the Superintendent.

The Superintendent is responsible to the Board for the administration of the schools under applicable Laws and the policies of the Board. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies.

Each employee and pupil is responsible for following the policies, rules, and regulations of the Board and administration.

The Board also requires the Superintendent to organize the staff:

- So all clearly understand the functions of each and the relationship between and among them;
- To establish clear lines of communication, both vertically and horizontally;
- To establish the necessary councils, cabinets, and committees to provide for efficient operation and appropriate participation in the decision making process.

All groups shall be given specific responsibilities and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the Board.

The Superintendent shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. This means that a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to carry out that responsibility.

Revised: February 12, 1996; July 12, 2010