

Administration

CONCEPTS AND ROLES

The Board of Trustees expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Board of Trustees recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning district operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the district to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the district in a manner that focuses district operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in district schools.

The Board and Superintendent shall work together as a team in the exercise of district governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

Because the Superintendent is the only district employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the district.

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

CONCEPTS AND ROLES (continued)

The Superintendent may delegate to other district staff any duties imposed upon him/her by the Board. The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

- (cf. 2110 - Superintendent Responsibilities and Duties)
- (cf. 9310 - Board Policies)
- (cf. 0000 - Vision)
- (cf. 0100 - Philosophy)
- (cf. 0200 - Goals for the School District)
- (cf. 0500 - Accountability)
- (cf. 2111 - Superintendent Governance Standards)
- (cf. 9000 - Role of the Board)
- (cf. 9005 - Governance Standards)
- (cf. 2120 - Superintendent Recruitment and Selection)
- (cf. 2140 - Evaluation of the Superintendent)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)
- (cf. 2220 - Administrative Staff Organization)
- (cf. 2230 - Representative and Deliberative Groups)
- (cf. 4300 - Management, Supervisory and Confidential Personnel)

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees fixed by governing board
- 35026 Employment of district superintendent by certain district
- 35028 Qualifications for employment
- 35029 Waiver of credential requirements
- 35031 Term of employment
- 35033 District superintendent for certain districts
- 35034 District superintendent of certain districts
- 35035 Powers and duties of superintendent
- 35160 Authority of governing boards
- 35160.1 Broad authority of school districts
- 35161 Powers and duties generally

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Governance: Superintendent Selection and Employment, 2006
- Maximizing School Board Governance: Superintendent Evaluation, 2005
- Superintendent Governance Standards, 2001
- CSBA Professional Governance Standards, 2000

CONCEPTS AND ROLES (continued)

WEB SITES

CSBA: <http://www.csba.org>

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

4/8/92
(9/89 7/01) 7/06
11/8/06