

Chapter 2 - Administration

© 2-101 Duties of the Superintendent

The Superintendent is the chief administrative officer of the District. The Superintendent shall oversee the day-to-day operations of the District and shall ensure that the District operates in accordance with Governing Board policy and applicable law and regulations.

The Superintendent may develop and enforce procedures to implement Board policy and applicable law and regulations.

The Superintendent is responsible for making recommendations to the Board on matters that will come before the Board for discussion and/or legal action.

The Superintendent shall represent the District in all matters of concern to employee organizations and individual employees.

Pursuant to [A.R.S. §§ 15-536.B.](#) and [15-538](#), the Governing Board delegates to the Superintendent and Assistant Superintendent of Human Resources the authority to issue preliminary notices of inadequacy of classroom performance to certificated teachers without the need for prior approval of the Board.

Pursuant to [Arizona Administrative Code Rule R7-2-1007](#) and Board Policy 3-109, the Board delegates to the Superintendent the authority to procure goods, services or construction in an amount not to exceed \$100,000.00 without prior approval of the Board. All procurement shall comply with the State Board of Education's procurement code for school districts (School Procurement Code) and the Uniform System of Financial Accounting.

The Superintendent may assign any employee to any position in the District for which the employee is qualified, but may not reduce or increase an employee's salary or wage without the approval of the Board.

The Superintendent may close any or all schools, buildings, or other facilities as permitted by law.

The Superintendent may designate another individual or individuals to perform or assist in the performance of duties set forth in this Policy or in other Board policies unless applicable law requires that a specific delegation be made only by the Board.

Adopted:

Legal Authority:

[A.R.S. § 15-213](#)

[A.R.S. § 15-536](#)

[A.R.S. § 15-538](#)

[A.R.S. § 15-539](#)

[A.R.S. § 15-806](#)

[Ariz. Admin. Code R7-2-1001](#) *et seq.*

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Chapter 2 - Administration

© 2-201 Evaluation of the Superintendent

The Governing Board shall evaluate the Superintendent at least once annually.

Unless otherwise mutually agreed, between July 1 and September 30, the Board, in consultation with the Superintendent, shall adopt standards or goals on which the Superintendent shall be evaluated. Board discussions concerning evaluation standards or goals shall occur in public meeting. These standards or goals may be the same as, or in addition to, the goals upon which the Board evaluates the award of performance pay.

Unless the Superintendent's contract provides for a different timeline, between February 1 and March 30, the Governing Board shall evaluate the Superintendent's performance related to the standards or goals previously set by the Board.

The evaluation shall occur in executive session unless the Superintendent demands that it occur in public meeting.

The evaluation may be in writing or verbal. If written, the evaluation shall reflect the independent assessment of each Board member. If verbal, the minutes of the executive session should accurately reflect the discussions related to each standard or goal that was assessed.

The following evaluation tool will be used to evaluate the Superintendent's performance:

Superintendent Performance Evaluation

Evaluation Rating Symbols

O = Outstanding; S = Satisfactory; N = Needs Improvement; U = Unsatisfactory; X = Not Observed

Note: Any rating of outstanding, needs improvement, or unsatisfactory requires the evaluator to list specific information in the Comments section that justifies and supports such rating.

Section A: Education

- O S N U A. Administers the development, coordination, maintenance, and evaluation of the educational program, including the programs for students with special needs, students who are English Language Learners and Multi-Age Gifted (MAG) students.
- O S N U B. Supervises methods of teaching, supervision, and administration in effect in the schools
- O S N U C. Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
- O S N U D. Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

Comments Regarding Section A

Section B: Management

- O S N U A. Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education regulations of the Arizona Board of Education, and the approved policies of the Liberty Elementary School District Governing Board.
- O S N U B. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits it to the Governing Board for review and approval.
- O S N U C. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Governing Board.
- O S N U D. Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

- O S N U E. Provides suitable instruction and regulations to govern the maintenance of school property.
- O S N U F. Provides suitable instructions and regulations to govern the transportation of students.
- O S N U G. Assumes responsibility for the use of buildings and grounds.
- O S N U H. Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.
- O S N U I. Oversees the compliance, processing and submission of required reports.
- O S N U J. Interprets the budget and finances to the community.
- O S N U K. Remains current on new legislation and implements laws to the best advantage of the District.

Comments Regarding Section B

Section C: Governing Board

- O S N U A. Attends and participates in all meetings of the Governing Board and its committees, except when excused by the Governing Board.
- O S N U B. Takes prompt action to implement all directives of the Governing Board.
- O S N U C. Advises the Governing Board on the need for new and/or

- revised policies.
- D.Provides timely advice to the Governing Board on the implication of changes in statutes or regulations affecting education.
- E.Informs and advises the Governing Board about programs, practices, and problems of schools, and keeps the Governing Board informed of the activities operating under the Governing Board's authority.
- F. Prepares and submits to the Governing Board recommendations relative to all matters requiring Governing Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- G.Develops and implements rules and regulations in keeping with policies approved by the Governing Board.
- H.Acts as chief public relations agent for the District.
- I. Acts on their own discretion if action is necessary in any matter not covered by the Governing Board policy, reports such action to the Governing Board as soon as practicable, and recommends policy guidance in the future.

Comments Regarding Section C

Section D: Personnel

- A. Recommends to the Governing Board appointment or dismissal of all employees
- B. Ensures that all employees are evaluated in accordance with the schedule established by the Governing Board.
- C. Determines assignments, defines the duties, and coordinates and directs the

- work of all employees of the district.
- O S N U D. Recommends, to the Governing Board, all employee promotions, demotions, transfers and salary changes.
- O S N U E. Communicates to all employees all actions of the Governing Board relating to personnel matters, and receives from employees all communication to be made to the Governing Board.

Comments Regarding Section D

Summary

Adopted:

Legal Authority:

[A.R.S. § 15-503](#)

[A.R.S. § 15-341\(39\)](#)

2-202 SCHOOL - BASED MANAGEMENT (School Councils)

The Governing Board may delegate to a school council the responsibility to develop a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization.

The Board authorizes the establishment of a school council at each school site. The school council shall follow regulations promulgated by the Board. The authority extended to the school council(s) is to design curricular and instructional strategy/design models that promote the District mission/goals statement.

The school council shall provide input for the creation of curricular and instructional strategies/designs that meet the unique learning needs of the students served at each school.

A shared "vision" for curricular and instructional strategies/designs and the involvement of a variety of the members of the school and community who will be most affected by the results are essential.

Curricular and instructional strategies/designs that result from such shared decision making are limited only by the requirements that they be consistent with and fulfill the mission/goal statements, beliefs, and adopted Board policies of the District and comply with the laws and regulations of the state of Arizona and the United States.

This shared decision making shall not supersede Board/Superintendent decision-making responsibilities unless waived by the Board.

Membership

The school council at each school shall take into consideration the ethnic composition of the local community and shall be composed of:

- A. Parents or guardians of students enrolled in the school who are not employed by the District in the school of proposed membership.
- B. Teachers.
- C. Non Certificated employees.
- D. Community members.
- E. Students if the school is a high school.
- F. The principal of the school.

Initially, each of the above school council members shall be selected in the manner and by the procedure specified in A.R.S. [15-351](#). The school council shall then adopt written guidelines that specify the number of school council members and the methods for the selection of school council members. Thereafter, representatives shall be selected by their groups in the manner determined. There must be an equal number of teachers and parents of pupils enrolled in the school on the council and they shall constitute a majority of the council members. The principal will serve as chairperson of the school council unless another person is elected by a majority of the school council members.

Adopted: September 16, 2024

LEGAL REF.:

A.R.S.

[15-351](#)

[15-352](#)

[15-353](#)

[43-1089.01](#)

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