

The superintendent is the executive officer of the district with such powers and duties as the board of trustees may prescribe. The superintendent acts as the authorized representative of the district whenever it is required, unless another person is named by the board to act as its authorized representative or where authority to act is reserved in the board by applicable laws or regulations. The superintendent is authorized to develop administrative procedures to implement board policy and to delegate duties and responsibilities to appropriate staff. Where required by applicable law or board policy, the superintendent's decisions on administrative matters may be subject to review and ratification by the board at its next regular or special meeting.

The superintendent is responsible for the administration and management of the district in accordance with board policies and directives and state and federal law and regulations. The superintendent also has authority to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the board in accordance with applicable law.

The superintendent has authorization to attend all meetings of the Idaho State Board of Education or the Idaho State Superintendent of Public Instruction to which the superintendent is invited at district expense. The district will also reimburse the superintendent for additional reasonable travel expenses for travel required by the district to fulfill his or her job responsibilities, including attendance at conferences, workshops, and other professional meetings. Travel and the payment of expenses must be preapproved by the board.

QUALIFICATIONS AND APPOINTMENT

The superintendent will be properly certified pursuant to Idaho State Board of Education (SBOE) rules for the position. The superintendent shall have the experience and skills necessary to effectively manage the district's operations and to work cooperatively with the board, district employees, students and the school community. When the position of superintendent becomes vacant, the board may conduct a search to find a qualified candidate.

CONTRACT

The superintendent will be employed for a term not to exceed three (3) years and will be paid as determined by the board. The board will enter into a written contract with the superintendent using the superintendent contract form approved by the state superintendent of public instruction. If the superintendent and board determine that another contract will be used, prior approval must be received from the state superintendent of public instruction. The superintendent's contract will be reviewed annually and may be extended by board action for an additional year beyond the established expiration date of the contract. The superintendent does not acquire renewable contract rights.

EVALUATION

The board will conduct an annual, written formal evaluation of the work of the superintendent of the district, to be completed no later than June 1. The evaluation will indicate the strengths and weaknesses of the superintendent’s job performance in the year immediately preceding the evaluation and areas where improvement in the superintendent’s job performance, in the view of the board of trustees, is called for. The performance evaluation will be based on standards and objectives which are consistent with the board’s continuous improvement plan, including but not limited to progress towards targets for student outcomes. A portion of the evaluation must include multiple objective measures of student growth in achievement as defined in Idaho Code §33-1001.

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At least a portion of the summative evaluation results must be based on objective measures of growth in student achievement as defined in Idaho Code §33-1001. This portion of the evaluation may be calculated using current and/or past year’s data and may use one (1) or multiple years of data.

Progress toward the goals outlined in the district’s continuous improvement plan will be included in the superintendent’s evaluation.

The Superintendent Evaluation Domains and Performance Standards along with the Evaluation Form are included with this policy.



LEGAL REFERENCE:

Idaho Code Sections

33-320 – Continuous Improvement Plans and Training

33-513 – Professional Personnel

33-1201 – Certificate Required

IDAPA

08.02.02.015.03 – Administrator Certificate

08.02.02.121.03 – Local District Evaluation Policy, Student Achievement

Superintendent Contract as approved by the Idaho State Superintendent of Public Instruction

ADOPTED: January 12, 2004

AMENDED: January 6, 2014, January 13, 2020, January 21, 2025

NOTE: Per the Idaho State Department of Education (SDE) standard superintendent contract, the board of trustees must adopt policy pertaining to superintendent attendance at other professional meetings and conferences, including expenses of travel. Therefore, the board must adopt such language, but may modify the suggested language as appropriate.