

SECTION C: GENERAL SCHOOL ADMINISTRATION

CA	Administration Goals
CAA	District/Administration Priority Objectives
CB	School Superintendent
CBA	Qualifications and Duties of Superintendent
CBB	Recruitment and Appointment of Superintendent
CBC	Superintendent's Contract <i>SN The Policy concerning the issuance of a contract and/or the terms of the contract itself. This descriptor may preclude the need for other descriptors in this series.</i>
CBD	Superintendent's Compensation and Benefits
CBE	Superintendent's Development Opportunities
CBF	Superintendent's Consulting Activities
CBG	Evaluation of the Superintendent (Also AFB)
CBH	Superintendent's Termination of Employment
CBHA	Superintendent's Retirement
CC	Administrative Organization Plan <i>Organization Charts (updated yearly)</i>
CCB	Line and Staff Relations
CD	Management Team <i>SN The cadre of division and departments heads, principals, and others which-under the leadership of the superintendent-shares the responsibilities for school district administration.</i>
CE	Administrative Councils, Cabinets, and Committees
CF	School Building Administration <i>SN the internal management of individual's schools.</i>
CG	Special Programs Administration <i>SN the internal management of autonomous or semi-autonomous programs.</i>
CGA	Summer Program Administration
CGB	Adult Education Program Administration
CGC	State and Federal Programs Administration
CH/CHA	Policy Implementation & Development of Administrative Rules
CHC	Administrative Rules Dissemination

SECTION C: GENERAL SCHOOL ADMINISTRATION

- CHCA** **Approval of Handbooks and Directives**
SN The policy concerning the authority to duplicate and distribute circulars, leaflets, guidebooks, and the like which are intended to interpret or explain Board policies and/or general administrative rules.
- CI** Temporary Administrative Arrangement
SN The policy authorizing the utilization of substitute, acting and/or part-time administrators.
- CJ** Administrative Intern Program
- CK** Program Consultants
SN Outside consultants engaged to assist any division or department other than the Board itself. See also BCH, Consultants to the Board.
- CL** **School District Annual Report/Administrative Report.**

ADMINISTRATION GOALS

The purpose of school administration is to help create and foster an environment in which students may learn effectively. All administrative duties and functions should be appraised in terms of the contribution and achievement.

The Board shall rely on its chief executive officer, the Superintendent of schools, to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization shall be such that all departments of the district and all schools are part of a single system subject to the policies of the Board and implemented through a single chief administrator, the Superintendent.

The principals and administrators of all departments are expected to administer their units in accordance with Board policies and administrative regulations. However, the mere execution of directives cannot and should not, by itself, be construed as good administration. Vision, initiative, resourcefulness and leadership are essential in effective administration of schools.

Adopted: August 6th, 2018

Signature: _____


Chairman, SSISEA Board of Directors

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

Qualifications:

1. Must possess qualifications in education, training and experience that meet the certification requirements established by the State Board of Education;
2. Any other qualifications found necessary and appropriate by the Board of Education;
Reports to: School Board
Supervises: Principals, and generally, all staff

PERFORMANCE RESPONSIBILITIES

1. EXECUTIVE

The Superintendent shall act as the chief executive officer of the Board and shall be responsible for the execution of policies adopted by the Board. He shall be responsible for the supervision of all school plant and school employees and shall be in direct control of all school activities.

2. ADVISORY

The Superintendent shall act as professional advisor to the Board in the formation of school policies. He shall be present at all meetings and shall have a voice in the discussions, but he shall not have the right to vote.

3. PROFESSIONAL

- a. The Superintendent is the budget officer of the Board. He shall prepare and present a preliminary budget to the Board, Prior to May 15. The annual budget will be presented to the Board for adoption or modification at a meeting in July. After adoption, the budget will direct the purchases of the Superintendent.

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

b. Nominations – The Superintendent will nominate, for election by the Board, all employees of the district. He shall recommend salaries to be paid, subject to the adopted salary schedule.

He shall also recommend the dismissal of teachers and other employees.

He shall have the authority to fill all temporary vacancies and to make such other temporary arrangements relative to the conduct of the schools as may be necessary.

c. Assignment of Personnel – The Superintendent shall make assignments or transfers that are, in his/her professional judgement, necessary to secure the highest efficiency of the entire staff.

d. School Calendar – The Superintendent shall recommend to the Board a school calendar no later than the Regular Board meeting in February. The calendar shall, as minimum, meet the State requirements for the number of days that school is in session.

4. SUPERVISORY

a. Instructional Quality – The Superintendent shall be responsible to assure in coordination with the Building Principal. He/she shall visit each room as often as possible, observing the work of both pupils and teachers, and making suggestions that will promote the interest of the school. He/she shall, in every way possible, aid, counsel and encourage teachers in their work. He/she shall meet with teachers as often as he/she shall deem necessary for the purpose of discussing methods of instruction and management. He she shall review the quality of building administration through regular conferences and evaluation of principals.

b. Relationship With Employee – The Superintendent shall be the educational leader, striving to instill a professional attitude in staff members. He shall delegate responsibility and authority to employees, keeping in mind that he is accountable to the Board for results. He shall also encourage individual initiative on the part of the employees.

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT

c. Curriculum – The Superintendent shall direct Studies to determine the adequacy of the curriculum and recommended to the Board, new courses of study or improvement in the organization of the curriculum as the need arises.

d. Activities – The Superintendent shall review and evaluate the activities program and recommend changes to the Board as the need arises.

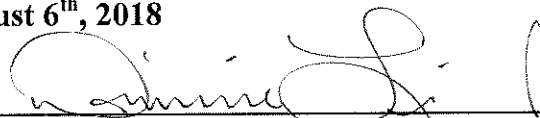
5. PUBLIC RELATIONS

The Superintendent shall inform the public and the Board of the school conditions and needs.

He shall interpret the school program, its aims and objectives, to the public. He shall use all available means to achieve this objective.

Adopted: August 6th, 2018

Signature: _____



Chairman, SSISEA Board of Directors

SUPERINTENDENT CONTRACT

The Superintendent shall be re-elected or the contract will not be renewed at the January meeting of the Board.

In addition to his salary, the Superintendent shall be authorized to collect mileage and per diem at the rate approved by the Bureau of Indian Education for in-state and out-of-state travel. He shall also be allowed expenses for professional books and magazines and expenses to education meetings.

The terms of the on-year contract will provide for 260 days annual employment with 30 days' vacation per year which may be accrued to 60 days. Sick leave for the Superintendent will be the same as provided for teachers.

The Superintendent will have a 10,000.00 term life insurance policy provided at school district expense. The district will also pay the agreed upon cost of health and medical insurance plan and the administrator's share of retirement.

Adopted: August 6th, 2018

Signature: _____


Chairman, SSISEA Board of Directors

EVALUATION OF THE SUPERINTENDENT

The Board shall strive to accomplish the following through evaluation of the Superintendent:

1. Clarify for the Superintendent his role in the school system as seen by the Board;
2. Clarify for all Board members, the role of the Superintendent in light of his job description and the immediate priorities among his responsibility as agreed upon by the Board and the Superintendent;
3. Develop harmonious working relationships between the Board and the Superintendent;
4. Provide administrative leadership for excellence of the school system.

The Board shall periodically develop, with the Superintendent, a set of performance objectives based on the needs of the school system. The Superintendent's performance shall be reviewed at least annually in accordance with these specified goals. Additional objectives shall be established at intervals agreed upon with the Superintendent.

Adopted: August 6th, 2018

Signature: _____


Chairman, SSISEA Board of Directors

ADMINISTRATIVE ORGANIZATION PLAN

The legal authority of the Board is transmitted through the Superintendent along specific paths from person to person as whom the organizational chart for the school. The lines of authority on the chart represent direction of authority and responsibility.

All organizational charts shall be submitted to the Board for approval and shall be regarded as visual representations of policy

Adopted: August 6th, 2018

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Chairman, SSISEA Board of Directors

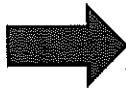
(INSERT New Organizational chart yearly)

St. Stephens Indian School Educational Association, Inc. Organizational Chart School Year 2018-2019

Board of Directors



Superintendent



Plant/Trans
Manager

Principal
K-8

Principal
9-12

Business
Manager

Transportation
Supervisor

Mechanic

Custodians

Bus Drivers

School Resource
Officer

Spec. Ed
Coordinator

Special Ed
Teachers

Special Ed
Aides

21st Century
Grant Coor.

Home
School
Coordinator

Elementary
Secretary

G & T
Director

Elem.
Teachers

Elem.
Teacher
Aides

Elem
Coaches

Elem Coaches
Assist.

Admin. Asst. School
Board Sec.

K-12 School
Librarian

IT Manager

K-12 Nurse

Athletic Director

K-12 School
Counselors

Curriculum/Data
Coordinator

HS
Teachers

HS Teacher
Aides

High School
Secretary

HS ISS

HS Coaches

HS Coaching
Assist.

Payroll/Accts
Payable Tech

Central Office
Clerk

Food Service
Manager

Head Cooks

Cook
Assistants

LINE AND STAFF RELATIONS

All personnel employed by the Board shall be responsible to the Board through the Superintendent.

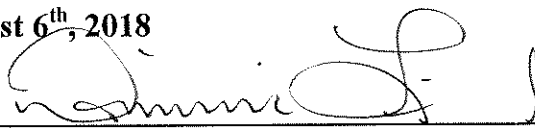
Personnel will be expected to refer matters requiring administrative or Board action through the "Chain of Command" as shown on the district organizational chart. Additionally, all personnel will be expected to keep the person to whom they are immediately responsible, informed of the activities by whatever means the person in charge deem appropriate.

Through the chain of command, all staff members have access to the Superintendent and Board. All personnel have the right to appeal any decision made by an administrator to the Superintendent, and a decision of the Superintendent to the Board.

The lines of authority do not restrict in any way the cooperative, sensible working together of all staff members to develop the best possible school programs and services.

Adopted: August 6th, 2018

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POLICY IMPLEMENTATION & DEVELOPMENT OF
ADMINISTRATIVE RULES

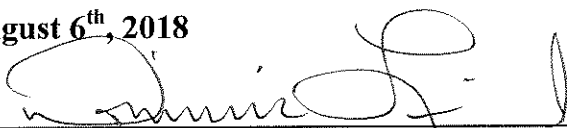
The Superintendent shall be responsible for implementing Board policies and for interpreting them to staff, students and the public.

Often the Board's policies will require implementing regulations. The Superintendent shall develop these, in consultation with principals and other staff and submit them to the Board for review.

The Superintendent's regulations, along with those officially adopted by the Board, shall be included in the Board's policies and regulations manual.

Adopted: August 6th, 2018

Signature: _____



Chairman, SSISEA Board of Directors

APPROVAL OF HANDBOOKS AND DIRECTIVES

The principal of each school shall draw rules and regulations consistent with existing district policy, which are essential to the proper operation of the school. The principal will consult with the Superintendent, faculty members, and students, and where appropriate the parents in the preparation of rules so that the views of those affected by the rules may be obtained.

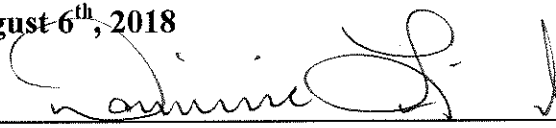
The resulting rules and regulations shall be a part of a student handbook which shall be printed and distributed to all students of the school at the beginning of each school year.

“The Student Handbook” – When approved by the Board shall be the official policy of the district-governing the conduct of student and the operation of that school.

This policy shall not be construed to mean that all student handbooks must be identical or that all schools must be operated in the same way.

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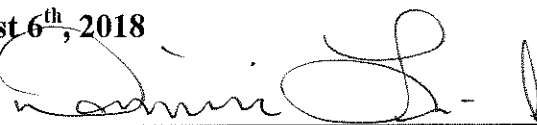
SCHOOL DISTRICT ANNUAL REPORT / ADMINISTRATIVE
REPORT

The Board shall require reports from the Superintendent concerning conditions and needs of the school.

An annual report covering the activities of the school system and the administration's recommendations for their improvement shall be prepared by the Superintendent and presented to the Board as soon as possible after the close of each school year.

Adopted: August 6th, 2018

Signature: _____



Chairman, SSISEA Board of Directors