

FIRST READING: MARCH 15, 2011
SECOND READING: APRIL 19, 2011

ARTICLE 2 ADMINISTRATION (Series 2000)

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2000 ORGANIZATION AND ADMINISTRATION

The Board will establish policies which govern all activities of the school corporation. In establishing these policies, the Board will seek the assistance of administrative personnel, faculty, and other staff members.

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. If a situation demanding decision is not covered by existing policy or by regulations, the superintendent or his/her designee is empowered to make the decision he/she deems best, reporting to the Board at the next meeting.

2111 SUPERINTENDENT

Only the Board of School Trustees has the authority to employ and retain the services of the superintendent of schools.

The superintendent of schools is charged with the responsibility for implementing administrative policy and carrying out the education policy of the board along with other duties assigned by the Board of School Trustees.

2115 DIRECTOR OF CURRICULUM AND INSTRUCTION

The Director of Curriculum and Instruction serves as assistant to the superintendent and under the direction of the superintendent. He/she assists the superintendent in writing curriculum that is in line with state/national standards as well as providing professional development to instructional staff.

2125 DIRECTOR OF BUSINESS AND TECHNOLOGY

The Director of Business and Technology serves as assistant to the superintendent and under the direction of the superintendent. He/she assists the superintendent in carrying out the responsibilities of the superintendent related to all business functions and technology services, and other duties as assigned by the superintendent.

2130 DIRECTOR OF TRANSPORTATION AND MAINTENANCE

The Director of Transportation and Maintenance serves as assistant to the superintendent and under the direction of the superintendent. He/she assists the superintendent in carrying out the responsibilities of the superintendent related to busses, bus routes, safety, and general maintenance of all buildings, and other duties as assigned by the superintendent.

2210 ADMINISTRATIVE STAFF

Principals and the School Psychologist are directly responsible to the superintendent of schools for general administration. Assistant principals and administrative assistants are directly responsible to the principals and may be employed when warranted by building enrollment and/or workload.

2310 ADMINISTRATIVE EVALUATION

Evaluations shall be made of all administrators at annual intervals through an evaluation instrument prepared by the superintendent. The purposes of evaluations shall be as follows:

1. To provide the person being evaluated a better understanding of the specific duties and responsibilities of his/her position.
2. To encourage more effective utilization of the skills and abilities of the administrative staff.
3. To establish goals for improving current performance.
4. To guide administrative decisions related to continued employment, assignment, and promotion.

The evaluation shall be based upon factors which relate to the administrator's effectiveness and shall be carried out in cooperation with the person being evaluated.

The evaluation shall be made by the immediate supervisor of the administrator or other person or persons as may be designated by the superintendent.

LEGAL REFERENCE: IC 20-28-11.5

2311 EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the superintendent in improving his/her effectiveness. In this regard, the Board will formally evaluate the superintendent annually.

The plan for evaluation of the superintendent follows and includes:

1. Identifying needs and areas of concern which will be accomplished jointly by the superintendent and the Board.
2. Establishing specific objectives which also will be accomplished jointly by the superintendent and the Board.
3. Implementing action plans.
4. Assessing the results of the performance objectives by both the superintendent and the Board.
5. Reviewing the results in a joint evaluation conference.
6. The superintendent will give a brief update to the Board approximately half-way through the annual evaluation period.
7. The following seven major performance categories will be discussed jointly by the Board and the superintendent prior to setting specific objectives: Board Relations; Business; Personnel; Community Relations; Educational Leadership; and Personal/Professional Attributes.

The Board and superintendent will jointly establish a set of performance objectives but not necessarily a performance objective from each of the major categories. The Board and superintendent set no more than 2 or 3 objectives annually so that the superintendent may focus his/her full attention on those selected.

Through evaluation of the superintendent, the Board will strive to accomplish the following:

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1. Clarify for the superintendent and Board members the responsibilities the Board relies on the superintendent to fulfill.
2. Enhance the superintendent's effectiveness.
3. Assure the Board that its wishes are being carried out.
4. Strengthen the working relationship between the Board and the superintendent.
5. Assure both the Board and the superintendent that the standards against which the superintendent will be evaluated will be known by both parties.
6. Assure that both the Board and the superintendent will be involved in the development of the standards to be used for evaluation.

LEGAL REFERENCE: IC 20-28-11.5

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2410 LINE OF RESPONSIBILITY

School Board members shall discuss official business with professional staff and other school employees only with the knowledge of the superintendent.

Each employee in the district is responsible to the Board through the superintendent.

All personnel shall refer matters requiring administrative action to the administration officer immediately in charge of the area in which the problem arises.

Administrative officers refer such matters to the next higher authority when necessary.

All employees have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board

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2420 ASSIGNMENT OF IMMEDIATE FAMILY

In order to avoid the potential for or the appearance of conflict of interest in the supervision of staff, both certified and classified, this policy prohibits the employment or assignment of members of the immediate family (spouse, children, parents, brothers, sisters, grandchildren, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law) of an administrator, supervisor, or departmental chairperson to a position in which the immediate family member would be reporting directly to the supervisory person.

Employment situations existing prior to the adoption of this policy shall be allowed to continue. However, once an employment situation is changed subsequent to the adoption of this policy, it may not be reinstated.

Any change in family relationships by any employee of the school corporation will require a change in employment situation if the intent of this policy is violated.

The superintendent may waive the requirements of this policy if, in his/her judgment, no other viable alternative is available and the best interests of the school corporation will be served.

This policy shall not apply to substitute employees.

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2450 REVIEW OF ADMINISTRATIVE DECISION

Any appeal to the Board in regard to administrative decisions or request for interpretation of any policy or regulations shall be made in writing and shall set forth the circumstances of the case in question and the grounds for requesting relief from such ruling. Such requests will be submitted to the superintendent or the president of the Board for presentation to the Board at a regular meeting. The review of any subsequent action taken by the Board will be communicated to the petitioner by the superintendent in a reasonable manner of time.

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2500 STAFF RECRUITING/HIRING

The recruitment and selection of candidates for positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action at its next meeting.