

ADMINISTRATION  
Series 300  
Last Reviewed: June 2019

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## **ROLE OF SCHOOL DISTRICT ADMINISTRATION**

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

Formerly policies: 300 Statement of Guiding Principles & 310.2 Administrative Team Concept

Date of Adoption:

May 29, 1973

Legal Ref.: Code of Iowa  
Chapter 279.14

Reviewed: March 9, 1992; February 10, 1997, September 8, 2003, February 9, 2009  
April 26, 2010, June 24, 2019

Revised: June 27, 2016

## **MANAGEMENT**

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Formerly 310.2 Administrative Team Concept

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 301 Administrative Structure

Date of Adoption:  
April 13, 1992

Reviewed: March 10, 1997; September 8, 2003, February 9, 2009, April 26, 2010, June 24, 2019

Revised: June 27, 2016

## **SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT**

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Formerly policy 301.1, .2 and .3 Superintendent Qualifications, Appointment and Evaluation

Legal Reference: 29 U.S.C. §§ 621-634 (2012).  
42 U.S.C. §§ 2000e *et seq.* (2012).  
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2013).  
281 I.A.C. 12.4(4).  
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
301 Administrative Structure  
302 Superintendent

Date of Adoption:  
May 29, 1973

Reviewed: March 9, 1992

Revised: April 13, 1992, June 27, 2016

Reviewed: February 10, 1997, September 8, 2003, February 9, 2009, April 26, 2010, June 24, 2019

## SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies.

***NOTE: May 15 is the date established by Iowa law for notice of board action to consider termination of an administrator's contract. The board may select an earlier date but not a later date.***

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).  
Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).  
Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).  
Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).  
Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).  
Iowa Code § 279.  
281 I.A.C. 12.4.

Cross Reference: 302 Superintendent

Date of Adoption: May 29, 1973

Revised: April 13, 1992, May 10, 2010, June 27, 2016, June 24, 2019

Reviewed: March 9, 1992, February 10, 1997; September 8, 2003, February 9, 2009

**SUPERINTENDENT SALARY AND OTHER COMPENSATION**

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).  
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent  
705.4 Expenditure for public purpose

Approved: June 27, 2016

Reviewed: June 24, 2019

**SUPERINTENDENT DUTIES**

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

1. Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board.
2. Manage conflicts inherent in complex educational organizations
3. Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students.
4. Makes administrative decisions necessary for the proper functioning of the school district.
5. Interprets and implements all board policies and all state and federal laws relevant to education.
6. Provide leadership in maintaining all provisions of the law relating to schools as well as observance of school policies by staff
7. Files, or causes to be filed, all reports required by law.
8. Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district.
9. Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request.
10. Submit for board approval possible policy statements, procedures, regulations, and programs related to effective, efficient and equitable district leadership and management issues
11. Defines educational needs and formulates policies and plans for recommendation to the board.
12. Establish a systematic process for evaluating programs.
13. Recommend new programs, courses of study, textbooks, technology and instructional materials for board approval
14. Utilize the senior leadership team as a collaborative system for recommending all district proposals
15. Establish advisory groups on a regular and systematic basis for planning and receiving information for determining future changes
16. Supervises methods of teaching, supervision, and administration in effect in the schools.
17. Initiate staff selection processes, establish salaries, and make recommendations for board approval.
18. Assign, transfer, and suspend personnel in accord with board policies and procedures
19. Recommends to the board, for final action, the hiring, promotion, salary change, demotion, or dismissal of any employee.
20. Makes and records assignments and transfers of all employees pursuant to their qualifications.
21. Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval.
22. Provide leadership in the areas of staff assessment processes, including correction and removal of those not meeting district standards
23. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
24. Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district.
25. Conducts periodic district administration meetings.

26. Responsible for the approval of vacation schedules for employees.
27. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community.
28. Participate in a variety of community organizations and serve as the district's representative
29. Represents the board as a liaison between the school district and the community
30. Provide leadership in the establishment of a school district marketing, branding, and communications plan
31. From time to time, conduct a survey of general public perception of the school district's effectiveness
32. From time to time, conduct a survey of employee perception of the school district's effectiveness
33. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies.
34. Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
35. Provide leadership in maintaining a system sensitive to diversity and desegregation patterns in accordance with state guidelines and best-practice work
36. Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.
37. Provide leadership in areas of facility maintenance, renovation, replacement projects, and related strategic planning.
38. Responsible for scheduling the use of buildings and grounds by all groups and/or organizations.
39. Prepare and implement district referendums approved by the board
40. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.
41. Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board.
42. Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies.
43. Develop a strategic comprehensive improvement plan, including goals, objectives, and communications
44. Provide for annual school site improvement plans, including goals, objectives, and communication
45. Provide an annual assessment of student achievement growth
46. Prepare a progress report on the superintendent's objectives through the annual administrative evaluation process
47. Attends such conventions and conferences as are necessary to keep informed of the latest educational trends.
48. Lead in the area of advancing the interests of the school district at the local, state, and national level
49. Assist with other duties as may be assigned.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Formerly policy 301.3 Superintendent of Schools/Functions & 301.5 Superintendent/Job Description.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (2013).  
281 I.A.C. 12.4(4).



Cross Reference:       209     Board of Directors' Management Procedures  
                          301     Administrative Structure  
                          302     Superintendent

Date of Adoption:  
May 29, 1973

Revised: April 13, 1992, June 27, 2016, June8, 2020

Reviewed: March 9, 1992, February 10, 1997; September 8, 2003, February 9, 2009  
April 26, 2010, June 24, 2019

**SUPERINTENDENT EVALUATION**

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Formerly policy 301.4 Superintendent of Schools/Evaluation

Legal Reference: *Wedergren v. Board of Directors*, 307 N.W.2d 12 (Iowa 1981).  
Iowa Code §§ 279.8, .20, .23, .23A (2013).  
281 I.A.C. Ch. 83; 12.3(4).

Cross Reference: 212 Closed Sessions  
302 Superintendent

Date of Adoption: May 29, 1973

Reviewed: March 9, 1992, February 10, 1997, September 8, 2003, April 26, 2010, June 24, 2019

Revised: April 13, 1992, February 9, 2009, June 27, 2016

**SUPERINTENDENT PROFESSIONAL DEVELOPMENT**

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development  
401.7 Employee Travel Compensation

Approved: June 27, 2016

Reviewed: June 24, 2019

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. It is within the discretion of the board to pay annual fees for professional organizations and activities.

***NOTE: School districts can only expend funds for public purpose. School districts that pay the annual fee or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.***

Legal Reference: Iowa Code § 279.8

Cross Reference: 302.3 Superintendent Salary and Other Compensation  
303.8 Administrator Civic Activities

Approved: June 24, 2019

Revised: June 8, 2020

**SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT**

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal  
302.4 Superintendent Duties

Approved: June 27, 2016

Reviewed: June 24, 2019

**ADMINISTRATIVE POSITIONS**

The school district will have, in addition to the superintendent, the following administrative and director positions:

High School Principal	Director of Finance
High School Associate Principal	Director of Operations
Middle School Principal	Director of Technology
Middle School Associate Principle	Director of Communications
Elementary Principal	Director of Activities

These administrators will work closely with the superintendent in the day-to-day operations of the school district. The senior leadership team is comprised of the Supt, Principals and Directors.

It is the responsibility of these administrators to uphold board policy; to instill a positive, cooperative environment with employees; and to share their expertise with each other and the board under the management team concept.

Formerly policy 304.1 Assistants to the Principals Position

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2013).  
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Date of Adoption:  
May 29, 1973

Revised: April 13, 1992, June 27, 2016, June 24, 2019

Reviewed: March 9, 1992, February 10, 1997; September 8, 2003, February 9, 2009, April 26, 2010

**ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT**

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Formerly policies 303.1, 303.2 and 304.2, Building Principals/Qualifications, Appointment

Legal Reference: Iowa Code §§ 279.8, .21 (2013).  
281 I.A.C. 12.4.  
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Date of Adoption: May 29, 1973

Revised: April 13, 1992, June 27, 2016

Reviewed: March 9, 1992; February 10, 1997; September 8, 2003, February 9, 2009, April 26, 2010, June 24, 2019

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

***NOTE: May 15 is the date established by Iowa law for notice of board action to consider termination of an administrator's contract. The board may select an earlier day, but may not select a later date.***

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).  
Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).  
Board of Education of Fort Madison Community School District v Youel, 282 N.W. 2d 677 (Iowa 1979).  
Briggs v Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979).  
Iowa Code § 279.  
281 I.A.C. 12.4.

Cross Reference: 303 Administrative Employees

Date of Adoption: April 13, 1992

Reviewed: March 10, 1997; September 8, 2003, February 9, 2009, April 26, 2010

Revised: June 27, 2016, June 24, 2019



**ADMINISTRATOR SALARY AND OTHER COMPENSATION**

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (2013).  
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved: June 27, 2016

Reviewed: June 24, 2019

### **ADMINISTRATOR DUTIES**

Senior Leadership Team (SLT) employees will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center.

Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center.

Directors will have responsibility over the administration of their department.

The principal/director is considered the professional advisor to the superintendent in matters pertaining to the attendance center or department supervised by the SLT. SLT serve under the direction of the superintendent. Duties of the SLT are included within the respective job descriptions.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Formerly policy 303.3 and 304.3 Building Principals/ Functions

Legal Reference: Iowa Code §§ 279.8, .21, .23A.  
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure  
303 Administrative Employees

Date of Adoption: May 29, 1973

Revised: April 13, 1992, June 27, 2016, June 24, 2019, June 8, 2020

Reviewed: March 9, 1992, February 10, 1997; September 8, 2003, February 9, 2009; April 26, 2010

**ADMINISTRATOR EVALUATION**

The Superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the Superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Formerly policy: 303.4 Building Principals / Evaluation

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2013).  
281 I.A.C. 12.3(3); ch 83.

Cross Reference: 303 Administrative Employees

Date of Adoption: January 11, 1982

Reviewed: March 9, 1992, February 10, 1997, September 8, 2003, April 26, 2010, June 24, 2019

Revised: April 13, 1992, February 9, 2009, June 27, 2016

**ADMINISTRATOR PROFESSIONAL DEVELOPMENT**

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development  
401.7 Employee Travel Compensation

Approved: June 27, 2016

Reviewed: June 24, 2019

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. It is within the discretion of the board to pay annual fees for professional organizations and activities.

***NOTE: School district can only expend funds for public purposes. School districts that pay the annual fees or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.***

Legal Reference: Iowa Code § 279.8

Cross Reference: 302.7 Superintendent Civic Activities

Approved: June 24, 2019

Revised: June 8, 2020

**ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT**

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2013).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal  
303.5 Administrator Duties

Approved: June 27, 2016

Reviewed: June 24, 2019

## **DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS**

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Formerly policy 305.5 Review of Administrative Rules

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 209 Board of Directors' Management Procedures  
304.2 Monitoring of Administrative Regulations

Date of Adoption: May 29, 1973

Reviewed: April 13, 1992, March 10, 1997; September 8, 2003, February 9, 2009; April 26, 2010, June 24, 2019

Revised: June 27, 2016

**MONITORING OF ADMINISTRATIVE REGULATIONS**

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 209 Board of Directors' Management Procedures  
304.1 Development and Enforcement of Administrative Regulations

Approved: June 27, 2016

Reviewed: June 24, 2019



**ADMINISTRATOR CODE OF ETHICS**

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Formerly policy 300.1 Code of Ethics for Administration

Legal Reference: Iowa Code § 279.8 (2013).  
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Date of Adoption: May 29, 1973

Reviewed: March 9, 1992; February 10, 1997, September 8, 2003, February 9, 2009; April 26, 2010, June 24, 2019

Revised: June 27, 2016

**SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT**

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties as delegated by the superintendent.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved: June 27, 2016

Reviewed: June 24, 2019

**COMMUNICATION CHANNELS**

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 3 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 3 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Formerly policy 405.5 Grievance Procedure for Certificated Personnel

Legal Reference: Iowa Code § 279.8 ~~(2013)~~.

Cross Reference:	213	Public Participation in Board Meetings
	213.1	Public Complaints
	401.4	Employee Complaints
	502.4	Student Complaints and Grievances
	504.3	Student Publications

Date of Adoption: October 10, 1988

Reviewed: May 11, 1992, October 9, 1995, November 8, 1999, February 9, 2009, April 11, 2011, June 24, 2019

Revised: June 27, 2016, June 8, 2020