

CA

ADMINISTRATION GOALS/PRIORITY OBJECTIVES

The Board will evaluate programs and personnel on the basis of appropriate performance indicators.

The Board will encourage an articulated, evaluated total program.

The Board approves the following administration objectives as a guide to policy development and the monitoring of their consequences:

- A. Clear boundaries for Board and administration operation.
- B. Development, when needed, of a plan for locating and employing a chief school executive.
- C. Employment, upon recommendation by the chief school executive, of an administrative staff.
- D. Provision for administrator on-the-job growth.
- E. An organizational and administrative structure supportive of the District's philosophy, goals, and objectives.
- F. Operational arrangements in harmony with the District's philosophy, goals, objectives, and values.
- G. Guidelines for regular use in estimating the relationship of actual to anticipated administrator performance.

The Board will expect an annual report from the Superintendent on the extent of attainment of the above objectives. Following its review of the Superintendent's report, the Board will make its estimate for each of the objectives individually and for the total administration effort, using a rating scale.

Planning

The Board expects the Superintendent to be concerned with long-term planning to guide the Board in policy development and effective decision making. The Board recognizes that planning must be supported by research and the evaluation of its findings.

Accordingly, the Board directs and authorizes the Superintendent to make budgetary requests annually for the maintenance of the planning function, with attendant provisions for needed research and evaluation. The Superintendent's best judgment may be used to elect to initiate and conduct the research in one or a combination of several ways:

- A. With current staff personnel.
- B. With additional permanent staff members to be recommended.
- C. With part-time staff personnel.
- D. With aid from an outside agency under contract.

E. With aid from graduate students or other volunteers who possess the required technical knowledge and skill.

The Superintendent shall establish safeguards to prevent the research function from hampering the educational process and from trespassing upon each student's and each employee's time and right to privacy.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-321

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 the authority to issue preliminary notices of inadequacy of classroom performance to certificated teachers without the need for prior approval of the Board. The Superintendent shall inform the Board when such a notice is issued.

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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ADMINISTRATIVE ORGANIZATION

The Board requires the Superintendent to organize the staff to secure clear understanding of the individual functions of all officials and of the relationships between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation of the schools. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrative officer concerned and, when appropriate, by the Board.

In the organization and administration of the schools, the Superintendent shall balance responsibility with commensurate authority subject to the reserve and legal powers of the Board. This means that a member of the staff, when assigned a responsibility or a position, shall be given the authority to make the decisions necessary to perform the tasks.

Organizational Units and Structural Relationships

The administrative organization of the District shall be considered as an orderly means of achieving the District's primary objective: an effective program of instruction for pupils.

The general administrative organization of the District shall be known as the single-executive type of school administration, with the Board as the governing body and with all activities under the direction of the Superintendent.

An organization chart for the District shall be prepared by the Superintendent and approved by the Board to designate clearly the relationships of all employees within the District organization.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S. 15-328

CD

MANAGEMENT TEAM / SENIOR STAFF

The central office administrative staff is responsible for overall District-wide educational leadership and for coordinating the educational program within policy established by the Board. All District-wide services emanate from the central office. All official District-wide committees, councils, and coordinating groups shall be based in the central office.

The line of authority from the central office to the schools is through the Superintendent and the principals.

Adopted: date of Manual adoption

Chapter 2 – Administration

© 2-201 Evaluation of the Superintendent

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.

On an annual basis, the 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.

Adopted:

Legal Authority:

[A.R.S. § 15-503](#)

[A.R.S. § 15-341\(39\)](#)