

**ADMINISTRATION**

**6100**

Superintendent

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and State and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. When a written procedure is developed, the Superintendent or designee shall submit it to the Board as an information item. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

The Board hereby delegates authority to the Superintendent 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 the designated period of time.

The Superintendent shall be the executive officer of the Board of Trustees and shall be directly responsible to it for the execution of its policies, for the faithful and efficient observance of its rules by all employees, and for the enforcement of all provisions of the law relating to the operation of the schools. The Board shall delineate the duties of the Superintendent and shall use them as the basis for evaluating his or her performance.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent using standards and objectives developed by the Superintendent and the Board which are consistent with the District's mission and goal statements. The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

The Board designates the January meeting as the time for the Superintendent's formal evaluation session. The Board may elect to conduct follow-up evaluations in accordance with District policy when a majority of the Board judges such action to be necessary. The evaluation should include a discussion of strengths and weaknesses in the year immediately preceding the evaluation, as well as performance areas needing improvement. A portion of the evaluation must include multiple objective measures of student growth in achievement as defined in Section 33-1001, Idaho Code.

In the event that a majority of the Board of Trustees considers the Superintendent's performance to be deficient in one or more areas, the Superintendent will be so notified in writing by February 1<sup>st</sup>. The notice will include specific suggestions for improvement.

### Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent and shall be one to three years in length.

If the Board's evaluation of the Superintendent is satisfactory and it is agreed that the Superintendent's contract should be extended, such action may take place in the January meeting following the evaluation process. If the Board decides to place the Superintendent on probation, the extension of the contract may be postponed to a later date.

Cross Reference: 1315

Strategic Planning

Legal Reference: I.C. § 33-320

Strategic Planning and Training

I.C. § 33-513

Professional Personnel

I.C. § 33-1001

Definitions

IDAPA 08.02.02.120

Local District Evaluation Policy

Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006

U.S. Dist. Ct. LEXIS 52243

### Policy History:

Adopted on: March 20, 2017

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