

Article VIII.A.2. Administrative Responsibilities

A. Statement of Purpose

The district is administratively organized into grade level divisions. The high schools and the junior high schools each have a director who is responsible for the management of the school administrators and the staffs of each of the assigned schools. The elementary schools are divided into four divisions, with a director over each of the divisions with similar management responsibilities. The offices of school services are responsible to:

1. Exercise general supervision over the individual schools, including school administrator evaluations.
2. Study the unique needs of the schools and devise means of meeting these needs, including the implementation of year-round programs.
3. Evaluate and make recommendation to the assistant superintendent for the selection, assignment and promotion of school principals and assistant principals.
4. Be the chief advocate and expeditor of matters of major importance and supervise administrative matters regarding the schools.
5. Encourage a positive school climate and high morale through appropriate and timely in-service for administrators.
6. Assist in the preparation of budgets for the schools and be responsible for the implementation and monitoring of these budgets.
7. Make studies and recommend boundary changes for the schools.
8. Meet and confer regularly with the assistant superintendent regarding interpretation and definition of policies of the district.
9. Keep the assistant superintendent informed as to how policies are being carried out, the effectiveness of said policies, and the condition and efficiency of the various schools.
10. Process and investigate concerns regarding schools and inform the assistant superintendent of cases which could have significant ramifications.
11. Review with each principal and make recommendations on enrollments, attendance studies, textbook purchases, test data (achievement analysis), security, class scheduling and accreditation.
12. Recommend new and replacement equipment and capital outlay projects.
13. Approve professional and personal leaves and the special use of sick leave.

14. Develop objectives and programs which will foster good employee and community relationships.
15. Coordinate policies and procedures throughout the schools by means of formalized staff meetings, written and oral communication.
16. Maintain a major focus on the broad scope of curriculum and instruction.
17. Work with school administrators and the personnel division to facilitate the staffing of schools and the orderly transfer of personnel.
18. Perform other duties as assigned or delegated by the superintendent such as administration of career ladder program, community assignments.
19. Assist in the formulation of district policies on the administrative level.
20. Supervise budget control, payroll authorization and act on all requests for travel, conference, convention, and workshop attendance for assigned staff.
21. Perform and review research as it applies to the assignment.
22. Coordinate and cooperate with universities and colleges in participating in projects for educational enrichment.
23. Coordinate with the office of administrative services to facilitate the monitoring of buildings and grounds in terms of maintenance, safety, and total physical facilities.
24. Coordinate the offices of school services with all levels of the PTA organization in matters concerning the educational process.