

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Administration -
Statement of Guiding Principles

POLICY NUMBER: 200

EFFECTIVE DATE: Revised - April 14, 1999

The Superintendent of Schools shall be the executive officer of the Board of Trustees and shall be directly responsible to it for the execution of its policies, and for the faithful and efficient observance of its rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Superintendent
POLICY NUMBER: 201
EFFECTIVE DATE: Revised - April 14, 1999

The Board shall appoint a qualified Superintendent who is not a member of the Board for a term of not more than three (3) years which term shall end on the last day of June. In the event that any vacancy occurs in the office of the Superintendent, the Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an Acting Superintendent until the first day of July next following such an appointment, or may be filled by appointment of a Superintendent.

The Superintendent shall have charge and control of the public schools of the district subject to the orders, rules and regulations of the Board, and shall receive for his service such compensations as the Board shall allow.

The Superintendent shall also act as the authorized representative of the district whenever such is required.

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BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Superintendent Minimum Requirements

POLICY NUMBER: 201.1

EFFECTIVE DATE: Revised - April 14, 1999

Hold a valid Idaho certificate in Educational Administration endorsed for the superintendency and such other requirements as established by the Board of Education.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Qualifications of School Superintendent

POLICY NUMBER: 201.12

EFFECTIVE DATE: Revised - April 14, 1999

By its nature, the position of Superintendent of Schools is an exacting position. In addition to the minimum requirements specifically set forth by the State Board of Education, the Superintendent shall possess the following qualifications:

He shall be of good character and of unquestionable morals and integrity.

He shall possess good judgment and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices.

He shall demonstrate high business and educational ability and leadership.

He shall be able and willing to accept responsibility.

He shall have a strong personality and capacity for maintaining the respect of educational leaders in neighboring counties and in the State of Idaho.

Role and Responsibilities:

In the performance of this role, the superintendent of schools has obligations to the board of trustees.

The board can expect that the superintendent:

Serve as its chief executive officer and serve the board in all matters as its professional advisor.

Recommend appropriate policies for the board's consideration and implement and execute all policies adopted by the board.

Keep the board fully informed about the school program.

Interpret the needs of the school system and present professional recommendations on all problems and issues considered by the board.

Devote a large share of thought and time to the improvement of instruction and be alert to advances and improvements in educational programs.

Lead the development and operation of an adequate program of school-community relations.

Participate in community activities.

Represent the district at state, regional, and national meetings and serve on appropriate committees when the needs of the district will permit.

Use care in nominating candidates for appointment to the school staff.

Recommend for purchase equipment, books and supplies that are appropriate to the purposes and needs of the school system.

Present for the board's consideration an annual budget that is designed to serve the needs of the school system and establish and operate the financial operations and procedures to ensure adherence to the budget.

Attend all meetings of the board, except when the employment of that official is under consideration or when excused by the board.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Board's Responsibility
To The Superintendent of Schools

POLICY NUMBER: 201.2

EFFECTIVE DATE: Revised - April 14, 1999

As a manager of the school system, the superintendent of schools must have a working agreement with the board of trustees. The superintendent may expect that the board:

Assist the superintendent with counsel and advice, giving the benefit of its judgment, business experience, and familiarity with the local school system and the community.

Consult with the superintendent on all matters concerning the school system about which it proposes to take action.

Delegate to the superintendent responsibility for all executive functions, refrain from handling directly any administrative details, and give the superintendent authority commensurate with the responsibilities.

Make all employees of the school system responsible to the superintendent, refrain from any direct dealings with any of them, and require and receive all reports from them through the superintendent.

Refer all applications, complaints, and other communications, oral or written, to the superintendent, except when such may come to the board, in meeting, on appeal from decisions of the superintendent.

Provide adequate safeguards for the superintendent and other personnel so that they may perform their proper functions on a professional basis. (This involves, particularly, supporting the superintendent in all efforts to protect the personnel and the schools from individuals and organizations seeking to exploit the schools for selfish reasons.)

Support and accept responsibility for the administrative decisions and actions of the superintendent which are authorized by, or result from, the directions or policies of the board.

Will review and appraise the superintendent's work and consult and advise that official when methods or procedures do not meet with the approval of the board.

Members will refrain from making any commitment for or against any issue or problem that might come individually to board members.

Members will listen to complaints and receive information from patrons of the district; and that this information will be transmitted to the board for consideration when there has been sufficient opportunity to weigh all factors concerned. Only after an issue or problem has been presented to the entire board of trustees shall a commitment be made.

Implement a program to orient new board members on the functions and responsibilities of the board and to familiarize them with the educational program of the district.

Will not hold unannounced or secret meetings.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Evaluation of Superintendent

POLICY NUMBER: 201.3

EFFECTIVE DATE: Revised - April 14, 1999

In December or January of each year the Board will devote an executive session to an evaluation of the Superintendent's performance without the Superintendent present.

Following this evaluation, the board may or may not extend the Superintendent's contract for an additional 1-3 years. Decision on this contract's extension or revision will be made at the regular meeting of the Board in February of each year.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School District Organization Plan

POLICY NUMBER: 202

EFFECTIVE DATE: Revised - April 14, 1999

The instructional program shall be divided into three levels. The elementary school shall include grades kindergarten through five. The middle school shall include grades six, seven, and eight. The high school shall be composed of grades nine, ten, eleven, and twelve.

The building principals and department heads will report directly to the superintendent. The present departments are Business, Transportation, Food Service, Maintenance, and Special Education.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Line and Staff Relations

POLICY NUMBER: 202.1

EFFECTIVE DATE: Revised - April 14, 1999

All personnel employed by the Board shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area. Administrative officers shall refer such matters to the next higher authority when necessary.

All personnel shall have the right to appeal any decision made by an administrative officer, through approved grievance procedures as defined by contract or by state law.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Principals
POLICY NUMBER: 202.2
EFFECTIVE DATE: Revised - April 14, 1999

A. Qualifications

Hold a valid Idaho certificate in Educational Administration endorsed for "School Principal K-12" and such other requirements as established by the Board of Education.

B. Responsibilities

1. Be responsible to the Superintendent of Schools for all organization, administration, and supervision within his building.
2. Be responsible for all administrative detail relating to custodians and their work and the maintenance of the school plant.
3. Be responsible for the health and welfare of the students and staff.
4. Constantly appraise and evaluate the instructional program. Be responsible for assisting in the development of curriculum, and in planning and adapting the courses of study to the needs and interests of the students.
5. Be responsible for maintaining good public relations and for fully utilizing community resources to enrich the learning program.
6. Look upon supervision as a cooperative process involving classroom teachers. Be responsible for staff evaluation using approved district procedures and Idaho Code 33-514 and 33-515.

7. Oversee the attendance, conduct, and health of the pupils. Be responsible for the classification, promotion or retention of students attending their school.
8. Be responsible for ordering supplies, textbooks, equipment and all materials necessary to the operation of the school through the office of the Superintendent.
9. Be responsible for fire drills, school enterprises, and activities, teachers' meetings, school exhibits, cafeteria, summer school in their school, evening school in their school, and for organizing the playgrounds, and noon hour in the best interest of the students.
10. Perform such other duties as may be assigned by the Superintendent.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Director of Maintenance
POLICY NUMBER: 202.3
EFFECTIVE DATE: Revised - April 14, 1999

Qualifications:

To be determined by the Superintendent of Schools,
subject to the approval of the Board of Trustees.

Duties:

Is responsible for the planning and execution of the activities essential to proper maintenance and operation of all buildings and grounds. During the school year the custodians are primarily responsible to the building principal. All summer work is primarily under the direction of the Director of Maintenance.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Director of Transportation

POLICY NUMBER: 202.4

EFFECTIVE DATE: Revised - April 14, 1999
Revised - Nov. 12, 2008

Qualifications:

To be determined by the Superintendent of Schools,
subject to the approval of the Board of Trustees.

Duties:

Is responsible for all phases of the transportation
program including, but not limited to the following:

- a. Repair and maintenance of the buses;
- b. Co-ordinator of transportation safety programs;
- c. Supervision of bus drivers and training of new
drivers;
- d. Student discipline on the bus;
- e. Scheduling activity buses;
- f. Recommending new routes or route changes to the
Superintendent for consideration by the Board of
Trustees;
- g. Purchasing supplies and parts for the
transportation program through the
superintendent's office.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Director of Food Service
POLICY NUMBER: 202.5
EFFECTIVE DATE: Revised - April 14, 1999

Qualifications:

To be determined by the Superintendent of Schools,
subject to the approval of the Board of Trustees.

Duties:

- a. Supervision of cooks;
- b. Recommending persons to the superintendent for any vacancies on the lunch staff;
- c. Completing all applicable reports through the Superintendent's office;
- d. Purchasing and distribution of commodities;
- e. Supervision of menu planning;
- f. Training of new cooks.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Director of Special Education

POLICY NUMBER: 202.6

EFFECTIVE DATE: Revised - April 14, 1999

Minimum Requirements:

Must meet the requirements for the Exceptional Child certificate issued by the State Department of Education.

Duties:

Curriculum Development and Instructional Improvement

Direct, supervise, and coordinate the program of curriculum development and instructional improvement in special education in coordination with the Superintendent.

Promote and carry out in-service training activities and orientation appropriate to the needs of special education personnel in coordination with the Superintendent.

Be responsible for the development of appropriate curriculum guides, courses of instruction, and methodology to accomplish established objectives in coordination with the Superintendent.

Provide for continuous evaluation of and experimentation with curriculum and methodology.

Staff Personnel

Responsible for the coordination of the selection, assignment, supervision, evaluation, transfer, and discharge of all special education personnel in the school district.

Actively work with staff personnel in a resource-support role in an effort to facilitate improve professional competence.

Pupil Personnel

Direct a system for the identification of students who have special learning problems, mental retardation, emotionally disturbed, physically handicapped, etc.; a method of referral to appropriate services designed to meet their needs, and the evaluation of the effectiveness and efficiency of such services.

Develop and coordinate a system of record keeping concerning student activities with the special education program.

Financial and Business Management

In cooperation with Business Manager and appropriate directors, be responsible for the development of the special education program budget.

Approve all expenditures within the defined budget categories.

Direct the administration of the state reimbursement program and federally funded programs pertaining to special education.

Administration

Coordinate the completion and submission of forms and reports to appropriate agencies.

School Buildings, Equipment, and Instructional Materials

Assist in planning of new or remodeled facilities appropriate to the special education program.

Coordinate the acquisition, utilization, and inventory of facilities, equipment, and materials in the special education program.

School-Community Relations

Direct and supervise the development and implementation of a public relations program pertaining to special education and be responsible for the evaluation of its effectiveness.

Confer with parents and citizens and interpret policy and philosophy relating to the special education program.

Professional Growth

Promote professional growth of school staff by maintaining **a personal program** of professional growth.

Participate in professional growth activities for improvement of knowledge and skills through study, travel, conferences, professional meetings, self-appraisal, etc.

Keep informed about current administrative, instructional, and organizational trends in the areas of responsibility.

Supportive Services

Supervise, coordinate, and evaluate the activities of district consultants, other special service personnel, and related agencies pertaining to the special education program.

Coordinate relationships between special education programs and other related agencies.

Organization and Administration

Be responsible to the Superintendent for special education programs which lie in their respective areas of responsibility.

Participate in the Administrative team.

Formulate and recommend new or revised district policies affecting the special education program.

Carry out such additional duties as may be assigned by the Superintendent.

Crisis Intervention

To provide consultative services to principal and other parties in the event a student becomes potentially harmful to self and/or others. Such a referral will be made through Special Education Director.

Intervention will take the form of assessing the nature of the problem, identifying appropriate remedial measures and recommending services to be provided.

Inservice/Professional Development

To provide inservice training to individual and small groups of staff in the area of behavior management, discipline, improving classroom environment and direct instruction.

Confidential Records

Maintain and control confidential records. Establish a review of student records to assure due process has been met.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Professional Development Opportunities
POLICY NUMBER: 203
EFFECTIVE DATE: Revised - April 14, 1999

Although it is recognized that administrators of the Bear Lake School District #33 should make every effort to stay abreast of the latest thinking and methods in education, a specific requirement for inservice or professional credits during a given period of time shall not be required.

Therefore, the following policies shall be in effect in the Bear Lake School District #33:

1. The Superintendent shall keep himself informed of modern educational thought and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as may appear to be appropriate.
2. Administrators shall be allowed to attend summer sessions or workshops on a rotating schedule.
3. Principals and other administrators may be directed to attend conferences, workshops, and other activities which will directly benefit the Bear Lake School District #33. Expenses of tuition, board and room, and other incidental expenses will be paid by the District.
4. Principals and other administrators will be expected to attend meetings of the National Association of Secondary School Principals, National Association Of Elementary School Principals, Association of Supervision and Curriculum Development, and/or other organizations on a scheduled basis approved by the Superintendent of Schools and the Board of Trustees in accordance with money budgeted for that purpose.