

300 SERIES INDEX  
SCHOOL DISTRICT ADMINISTRATION

300	Role of School District Administration
301.1	Management
302.1	Superintendent Qualifications, Recruitment, Appointment
302.2	Superintendent Contract and Contract NonRenewal
302.3	Superintendent Salary and Other Compensation
302.4	Superintendent of Schools – Position Description
302.5	Superintendent Evaluation
302.6	Superintendent Professional Development
302.7	Superintendent Civic Activities
302.8	Superintendent Consulting/Outside Employment
303.1	Administrative Positions
303.2	Administrator Qualifications, Recruitment, Appointment
303.3	Administrator Contract and Contract Non-Renewal
303.4	Administrator Salary and Other Compensation
303.5	Administrator – Job Description
303.6	Administrator Evaluation
303.7	Administrator Professional Development
303.8	Administrator Civic Activities
303.9	Administrator Consulting/Outside Employment
304.1	Development & Enforcement of Administrative Regulations
304.2	Monitoring of Administrative Regulations
305	Administrator Code of Ethics
306	Succession of Authority to the Superintendent
307	Communication Channels

STATEMENT OF GUIDING PRINCIPLES  
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 4 00 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, and 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.

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## 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 of develops guidelines for cooperative decision-making.

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

Cross Reference: 301 Administrative Structure

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## 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, 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.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).  
 42 U.S.C. §§ 2000 *e et seq.* (1994).  
 Iowa Code §§ 21.4(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 Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## 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 non-probationary 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.

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 Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*

## 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 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

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

SUPERINTENDENT OF SCHOOLS – POSITION DESCRIPTION

POSITION TITLE:

Superintendent

QUALIFICATIONS:

1. An earned superintendent's certificate from an accredited college or university.
2. At least eight (8) years of successful experience in teaching, administrative, and/or supervisory fields.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

WORKING RELATIONSHIP:

Reports to – Board of Education

BASIC FUNCTION:

To inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities and property, and funds with a maximum of efficiency, a minimum of waste and an ever-present overriding awareness of and concern for their impact upon each individual student's education.

BASIC RESPONSIBILITIES:

1. Interprets for the staff and implements all Board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Exercises leadership in the development of a program of school-community relations to keep the public well informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
5. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
6. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
7. 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.
8. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
9. Files, or causes to be filed, all reports required by the State and the school code.
10. Coordinates the work of administrative staff members, provides counsel and motivation and fosters an esprit de corps.
11. Supervises methods of teaching, supervision, and administration in effect in the schools.
12. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.

## SUPERINTENDENT OF SCHOOLS – POSITION DESCRIPTION

13. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.
14. Defines educational needs and formulates policies and plans for recommendation to the Board.
15. Makes all administrative decisions within the school necessary to the proper function of the school district.
16. Directs staff negotiations with the professional and non-professional personnel.
17. Approves vacation schedules for all salaried district employees.
18. Conducts periodical district administration meetings.
19. Examines the records and credentials of all candidates for teaching positions in the system and shall confer with building principals to be certain that teachers hired are qualified for the job position that is vacant. The Superintendent may offer contracts to qualified teachers and administrators subject to ratification by the Board.
20. Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
21. Establishes and maintains appropriate personnel records for all staff members.
22. Directs and coordinates the recruitment, selection, assignment and evaluation of a competent professional staff.
23. Processes recommendations for termination or employees, assembling, substantiating information for dismissal of employees and arranging any necessary conferences and hearings.
24. Reviews annually job description performance responsibilities of all school personnel and recommends changes as necessary to meet school needs.
25. Directs the efforts of principals and appropriate task forces in developing the general philosophy and goals of the school curriculum.
26. Provides staff leadership to insure understanding of and to promote the educational objectives of the district.
27. Assumes major responsibility for the development of a coordinated K-12 Program in all areas of instruction.
28. Conducts analysis of instructional programs and materials and works to assure that courses are designed with adequate attention to scope and sequence for effective learning.
29. Assumes responsibility for reviewing and evaluating results of school testing programs, and for other evaluative measures used by the schools.
30. Directs and conducts the planning and administration of the school in-service education programs and instructional improvement activities for the staff.
31. Performs such other tasks as may from time to time be assigned by the Board.

## TERMS OF EMPLOYMENT:

Twelve-month contract each year. Salary to be established with the Board.

## EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*



## 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 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.

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. 12.3(4).

Cross Reference:        212    Closed Sessions  
                                  302    Superintendent

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*

## 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 involved 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

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*

### 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. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code §§ 279.8 (2013).  
1990 Op. Att'y Gen. 79.

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

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

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

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

ADMINISTRATIVE POSITIONS

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

OABCIG Middle School-Elementary in Odebolt	Preschool – Grade 8 Principal
OABCIG Elementary in Ida Grove	Preschool – Grade 5 Principal
OABCIG High School	Grades 9 – 12 Principal

These administrators will work closely with the superintendent in the day-to-day operations of the school district.

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.

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 Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

**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, 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.

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 Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## 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 non-probationary 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.

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 Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*

## 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 (2007).  
1984 Op. Att'y Gen. 47

Cross Reference: 303 Administrative Employees

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018



## ADMINISTRATOR JOB DESCRIPTION

## QUALIFICATIONS:

1. A Master's Degree with a major emphasis in educational administration.
2. A valid state certificate to practice as a secondary school principal.
3. A minimum of four years successful experience in classroom teaching, preferably at the secondary level.
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

## REPORTS TO:

1. Superintendent

## SUPERVISES:

1. All personnel assigned to the school.
2. Other resource and service personnel while serving in assigned school.

## POSITION GOAL:

By use of leadership, supervisory, and administrative skills, to manage assigned school to promote the educational development of each student as well as the professional development of each staff member.

## PERFORMANCE OBJECTIVES:

1. Develops and is accountable for an effective learning environment in the school.
2. Exercises leadership in establishing and clarifying short and long-range goals.
3. Promotes positive action toward the realization of school objectives through efficient procedures, program of studies, extracurricular programs and the establishment of staff, student and community committees.
4. Fosters positive interpersonal relations among students, teachers and administrators
5. Designs and implements a building-level communication system which effectively meets the needs of the staff and students.
6. Develops a program of public relations in order to further the community's understanding and support of the educational program.
7. Develops and implements a staff-improvement program for teachers in the bidding in coordination with the superintendent.
8. Assists in the recruiting, screening, hiring, training, assigning and evaluating of all personnel assigned to the board.
9. Assumes responsibility for the safety of all personnel, and exercises decisive leadership in crisis situations.
10. Plans and supervises fire drills and an emergency preparedness program.
11. Establishes and maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
12. Prepares and submits the school's budgetary requests and monitors the expenditures of funds. Assumes responsibility for ordering through the office of the superintendent.
13. Assumes the responsibility for the observance and implementation of Board policies and administrative regulations.
14. Enforces district attendance policies.
15. Coordinates scheduling of school/community activities with the superintendent's office.
16. Prepares or supervises the preparation of reports, records, lists and all other paper work required by local policy and state law.

## ADMINISTRATOR JOB DESCRIPTION

17. Directs the coordination and maintenance of the school's pupil services including guidance and counseling, health, library and student records.
18. Defines and delegates appropriate supervisory responsibility for all school activities. Plans for the proper conduct of participants and spectators at all public events.
19. Delegates authority to personnel to assume responsibility for the school in the absence of the administrators.
20. Submits annually a minimum of three primary objectives for purposes of principal's evaluation.
21. Reports to the Superintendent of Schools regarding the needs of the school with respect to personnel, finance, curriculum, facilities, equipment and supplies.
22. Keeps abreast of trends, promoting ideas and research in the profession by attending professional meetings, reading professional literature, pursuing appropriate formal education, and discussing problems of mutual interest with others in the field.
23. Manages and is accountable for the effectiveness of the student services and activities programs, including development and proper implementation of guidelines for activities sponsors. Keeps an accurate account of all monies received and expended through the activities account of the High School.
24. Visits classes a sufficient number of times to be able to give an accounting of the quality of the classroom instruction.
25. Makes individual teachers aware of areas in which they are not performing their duties satisfactorily as early in the school year as possible. Any lack of improvement or unwillingness on the part of teachers to perform assigned duties consistently throughout the year shall be reported to the Superintendent.
26. Authorizes, through the Superintendent, the removal of school furniture and/or equipment from the building and/or grounds for private use.
27. Assumes responsibility for securing substitute teachers for the attendance center and notifies the Business Office of the length of time a particular substitute teaches, and for whom. Substitutes shall always be employed by the Board of Education—never by the teacher who is absent. Principals shall see that the substitute teacher signs the substitute teacher form to verify the length of service with proper dates.

## TERMS OF EMPLOYMENT:

Two hundred and thirty (230) days. Principal contracts have been issued based on 230 days.

## EVALUATION:

Performance of the position will be evaluated annually in accordance with provisions of Board policy.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2013).  
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 303 Administrative Employees  
301 Administrative Structure

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*

## 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.

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.

Legal Reference: Iowa Code §§ 279.8, .21-23A (2013).  
281 I.A.C. 12.3(4)

Cross Reference: 303 Administrative Employees

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

*OABCIG COMMUNITY SCHOOL DISTRICT*

## 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

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

### 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. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events. In the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code §§ 279.8 (2013).  
1990 Op. Att'y Gen. 79

Cross Reference: 302.7 Superintendent Civic Activities

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

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 judgement 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 day notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2007).

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

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## 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.

### Legal Reference:

Iowa Code § 279.8 (2013)

### Cross Reference

209 Board of Directors' Management Procedures

304.2 Monitoring of Administrative Regulations

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## MONITORING OF ADMINISTRATIVE RECOMMENDATIONS

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 (2013)

Cross Reference:

209 Board of Directors' Management Procedures

304.1 Development and Enforcement of Administrative Regulations

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018



## 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 or 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.

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

Cross Reference: 404 Employee Conduct and Appearance

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

## 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. The succession of authority to the superintendent is in this order:

OABCIG Middle School-Elementary in Odebolt	Preschool – Grade 8 Principal
OABCIG Elementary in Ida Grove	Preschool – Grade 5 Principal
OABCIG High School	Grades 9 – 12 Principal

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).  
282 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018

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 five (5) school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within seven (7) 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.

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

Cross Reference:	213	Public Participation in Board Meetings
	213.1R1	General Complaints by Citizens
	401.4	Employee Complaints
	502.4	Student Complaints and Grievances
	504.3	Student Publications

Date of Approval: 06/11/2018

Dates of Review: 06/11/2018

Date of Revision: 06/11/2018