ADMINISTRATIVE GOALS

The Board of Education believes that proper administration is vital to a successful educational program. The coordination and supervision of all aspects of the operations of the district's schools, pursuant to the policies of the Board, are necessary for the development and maintenance of an effective learning environment. Administrative duties and functions are to be assessed in terms of their contributions to the improvement of education in the district. The Superintendent of Schools, as chief executive officer of the district, is to provide the leadership necessary to support this objective.

District administration is to be organized so that all divisions and departments of the central office and all schools operate within a system guided by Board policies, which are implemented through the Superintendent. The Board will approve the purpose and function of each administrative position as recommended by the Superintendent. The Superintendent will maintain a comprehensive and coordinated set of job descriptions and evaluations for all administrative positions. All personnel will have the necessary authority and responsibility to carry out their respective assignments within this framework. Accountability will rest with these same personnel for the effectiveness with which their duties are performed.

Major goals of district administration will be:

1. to effectively manage the district's various departments, units and programs;
2. to provide professional advice and counsel to the Board and to advisory groups established by Board action. This includes the review of policy alternatives and the subsequent recommendation from among them;
3. to perform managerial duties as will best assure effective learning programs, including but not limited to:

    a. ensuring the effective implementation of Board policy;
    b. addressing the on-site needs of the district's schools;
    c. providing leadership in keeping abreast of current educational developments;
    d. arranging for effective staff development programs;
    e. coordinating cooperative efforts at improving learning programs, facilities, equipment and materials; and
    f. providing channels for the upward flow of information necessary and useful in the design and development of school policy;
    g. maintaining councils and committees to foster good communication with staff, provide members of staff with an advisory role in the development of polices and in the making of decisions affecting them, and to participate in the Inter-district Committees formed by Districts 13, 24, 30 and Central High School District 1.

1st Reading November 20, 2000
2nd Reading & Adoption December20, 2000