

General School Administration

NEPN Code	Title of Policy	Next Schedule Review
CA	<u>Administration Goals</u>	FY2023
CBB	<u>Recruitment and Appointment of Superintendent</u>	FY2023
CBC	<u>Superintendent Contract - Compensation and Benefits</u>	FY2023
CC	<u>Administrative Organization Plan</u>	FY2023
CCB	<u>Lines of Authority and Staff Relations</u>	FY2023
CE	<u>Administrative Councils, Cabinets and Committees</u>	FY2023
CF	<u>School Building Administration</u>	FY2023
CGF	<u>Administrative Job Description – Special Ed Director</u>	FY2023
CH	<u>Policy Implementation</u>	FY2023
CHA	<u>Development of Regulations</u>	FY2023
CHC	<u>Regulations Dissemination</u>	FY2023
CHCA	<u>Approval of Handbooks and Directives</u>	FY2023
CHD	<u>Administration In Policy Absence</u>	FY2023
CIA	<u>Principal Job Description</u>	FY2023
CK	<u>Program Consultants</u>	FY2023
CM	<u>School District Annual Report</u>	FY2023
All Staff	All Staff need to be made aware of policy each year	
Approve Each year	Board should approve all policies in this color each year	
Green	Students and parents need to be made aware of policy each year	

<b>Arlington School District 38-1</b>	<b>NEPN Code: CA</b>
<b>School Board Policy Reference Manual</b>	

## **ADMINISTRATION GOALS**

The purpose of school administration is to help create and foster an environment in which pupils can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to higher student motivation and achievement.

The Board will rely on its Superintendent of Schools to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization will be such that all schools are part of a single system subject to the policies set forth by the Board and implemented through a single Superintendent. Within district policies and regulations, principals will be responsible and accountable for the administration of their respective schools.

Major goals of administration in the district will be:

1. To manage the district's various units and programs effectively.
2. To provide professional advice and counsel to the Board and to any advisory groups established by Board action.
3. To implement the management function through a team management approach so as to assure the best and most effective learning programs through achieving such sub-goals as:
  - a. providing leadership in keeping abreast of current educational developments;
  - b. arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;
  - c. coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials;
  - d. providing access to the decision making process for the ideas of staff, students, parents and others.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CBB</b>
<b>School Board Policy Reference Manual</b>	

**RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT**

The appointment of a Superintendent is a function of the Board. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will provide prospective applicants with a written list of the qualifications candidates should have before making application for the position.

Following the screening of applicant credentials, the Board will invite the most desirable applicants for a personal interview.

A vote of the majority of the Board at a meeting for which due notice has been given of the intended action will be required for the appointment of the Superintendent.

Legal Reference

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CBC</b>
<b>School Board Policy Reference Manual</b>	

## **SUPERINTENDENT CONTRACT COMPENSATION AND BENEFITS**

The appointment of the Superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation and other benefits, including vacation period, and other conditions of employment. The contract will meet all state requirements and will protect the rights of both the Board and the Superintendent.

The salary of the Superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his or her appointment (or reappointment) and will be part of the Superintendent written contract.

Legal References: SDCL 3-10-2 et seq.;

SDCL 3-11-1 et seq.;

SDCL 3-12 et seq.;

SDCL 3-12A et seq.;

SDCL 13-10-3; 13-10-4; 13-10-9

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CC</b>
<b>School Board Policy Reference Manual</b>	

## **ADMINISTRATIVE ORGANIZATION PLAN**

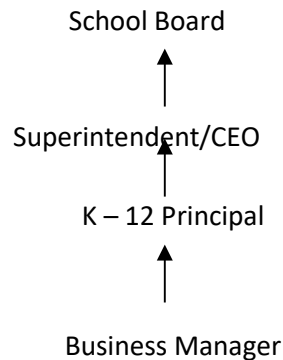
The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the Board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision making processes.

The Superintendent will be responsible for keeping the administrative structure of the school district up to date with the changes in goals, curriculum, instructional arrangements, and school services, and will recommend revisions in the structure as necessary to the Board.

### **Chain of Command/Organizational Plan**



Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CCB</b>
<b>School Board Policy Reference Manual</b>	

## **LINES OF AUTHORITY AND STAFF RELATIONS**

All personnel employed by the Board will be responsible to the Board through the Superintendent. The Board expects that the Superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the district's programs and operations, the lines represent avenues for a two-way flow of ideas.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CE</b>
<b>School Board Policy Reference Manual</b>	

## **ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES**

The Superintendent may develop and lead such permanent and temporary councils, cabinets and committees as he or she deems necessary for proper administration of the school district program.

The groups established or authorized by the Superintendent may be ad hoc (for the purpose of studying a particular issue) or may be commissioned to assist in a broad range of studies. Groups will be advisory in nature and will be subject to the same general guidelines on research, and release of information as established for groups advisory to the Board.

Legal References: SDCL 1-27-1.16

Adopted: FY2011

Last Review: FY201

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CF</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BUILDING ADMINISTRATION**

Acting with the approval of the Superintendent and upon the advice of central office administrators, each Principal will be the chief administrator of his or her school. All personnel assigned to his or her building will be directly responsible to the Superintendent. Staff members who work in more than one school will be responsible to the Principal of the school during the time they are working in his or her building.

The Principal is charged with the supervision and direction of the staff and the students assigned to his or her building, and with care of the school facility and its equipment. The Principal will see that the policies and regulations of the district, the directives of its officers, and the guidelines for the instructional program are observed. Within the framework of Board policies and regulations set by the Superintendent, the Principal may establish and enforce such regulations as he or she deems advisable for the efficient operation of his or her school.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023



<b>Arlington School District 38-1</b>	<b>NEPN Code: CGF</b>
<b>School Board Policy Reference Manual</b>	

## ARLINGTON PUBLIC SCHOOL DISTRICT 38-1

### JOB DESCRIPTION

**JOB TITLE:** Special Education Director

**REPORTS TO:** Superintendent

**SUPERVISES:** Special education staff

**WORKS WITH:** Superintendent, K-12 Principal, certified and classified staff

**QUALIFICATIONS:** A birth to age 21 special education director position shall hold a Bachelor's Degree in Special Education and a Master's Degree in Education or be enrolled in a program leading to a Master's degree in Special Education; shall have a minimum of three years of verified classroom teaching experience at the elementary, early childhood or secondary level, one of which was with special education as the major responsibility; shall hold an Elementary or Secondary Education Teaching Certificate from the State of South Dakota with Endorsements in Special Education; and shall have excellent oral, written, and interpersonal relationship skills

**JOB SUMMARY:** Directs all facets of the district special education program to comply with statute and meet the mission of the school district.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Plan, implement, and evaluate the special education program to comply with state and federal regulations; advising Superintendent and K-12 Principal about Special Education programs for educationally deprived under South Dakota Special Education law and rules, PL94-142 and IDEA;
2. Supervise, evaluate, and recommend to the Superintendent and School Board, program changes that are needed to meet the needs of students in Special Education;
3. Work with Superintendent/K-12 Principal in selection and recruitment of staff for Special Education;
4. Supervise, observe, and evaluate Special Education teachers and paraprofessional staff;
5. Develop daily programs and schedules for Special Education teachers and paraprofessionals;
6. Plan and hold Special Education staff meetings on a regular basis providing in-service and training to Special Education staff as necessary;
7. Coordinate evaluations for children in the district who are referred for services; plan, initiate, and monitor an appropriate placement of each qualified child in the district;
8. Provide input in determining if a student would benefit from a 504 plan should they not qualify for special education services;
9. Serve as case manager along with the special education teacher(s) for all Special Education out-of-district placements;

10. Manage rewards and consequences for Special Education students on behavior plans;
11. Work with the testing coordinator to oversee state mandated testing for all special education students, especially those taking the alternate assessment and/or being tested in an alternative school;
12. Establish and maintain relationships with parents to facilitate the provision of the best possible programs for children in Special Education;
13. Establish and maintain a system for providing the public with information about activities and programs in Special Education;
14. Maintain records, implement and evaluate procedures and provide documentation in compliance with state and federal special education laws and indicators in order to complete State and Federal Special Education Reports;
15. Keep informed concerning educational progress by attending educational meetings/workshops, reading educational literature;
16. Be responsible for maintaining inventory records in the Special Education department;
17. Consult with Superintendent concerning important matters for which there is no policy before making a decision or adopting a course of action;
18. Be an active member of the district administrative team by contributing to the preparation of the teacher's handbook on policies pertaining to Special Education;
19. Perform other administrative duties as assigned by Superintendent/K-12 Principal

**PHYSICAL DEMANDS:** Must be able to work with staff throughout the district in various settings.

**EVALUATION:** Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the school board.

**PUBLIC RELATIONS:** Presents a pro-active and positive image of the school, students, and staff and fosters the district mission to educate all students in a safe, challenging, and disciplined environment and to provide each student the opportunity to develop the skills and knowledge necessary to be a productive citizen in an ever-changing society.

Adopted: FY2020

Last Review: FY2020

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CH</b>
<b>School Board Policy Reference Manual</b>	

**POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. Consequently, it is assumed that all Board employees and students will willingly carry them out.

There are activities that are common to all departments and school levels but procedures for conducting them may vary from unit to unit. Principals and department heads will establish procedures for conducting activities within their individual units within the larger framework of administrative regulations and Board policies.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CHA</b>
<b>School Board Policy Reference Manual</b>	

## **DEVELOPMENT OF REGULATIONS**

Under the district's governance system, the Board of Education adopts policies that define the expected outcomes of the district's work and provide a framework within which the district operates. Therefore the Board provides the policy guidance. The Arlington School Administration and Arlington School staff develops a regulation to carry out the policy.

**Regulations** are the procedures that define how the district will fulfill the goals defined in board policy. They also may clarify policy or state law.

Both regulation and policy may include exhibits that usually explain in detail how regulation and policy are fulfilled. For example, board policy and state law require the district to adopt a code of conduct for student behavior. The actual code of conduct appears as an **exhibit** attached to the appropriate board policy and/or regulation.

The Board delegates to the Superintendent the function of specifying required actions and designing the detailed regulations under which the schools will be operated.

These required actions and detailed regulations will constitute the administrative regulations governing the schools. They must be in every respect consistent with the policies adopted by the Board.

In the absence of policy, the Superintendent is authorized by the Board to establish regulations as needed. Should the Board consider it necessary, policy will be developed thereafter.

The Board itself will formulate and adopt regulations only when required by law, and when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reaction.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CHC</b>
<b>School Board Policy Reference Manual</b>	

## **REGULATIONS DISSEMINATION**

The Superintendent will establish and maintain an orderly plan for making regulations known to all staff members, students and the public. A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

The Superintendent will also provide easy access to an up-to-date collection of Board policies and regulations for all employees of the school district, members of the Boards and the community at large.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CHCA</b>
<b>School Board Policy Reference Manual</b>	

## **APPROVAL OF HANDBOOKS AND DIRECTIVES**

To make pertinent Board policies, district regulations and departmental and/or school rules and procedures known to all staff members and students, District Administrators and Principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform to district-wide policies and regulations; it is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects credit on the district. Therefore, the Board expects all handbooks to be approved prior to publication by the Superintendent or other district administrator(s) as he or she directs.

The Superintendent will use his or her judgment as to whether a specific handbook needs approval by the Board. However, all handbooks published will be made available to the Board for informational purposes.

Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected at the beginning of the year.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CHD</b>
<b>School Board Policy Reference Manual</b>	

## **ADMINISTRATION IN POLICY ABSENCE**

In the absence of Board policy specifically covering any action that the Superintendent feels he or she must take for the orderly execution of the Superintendent duties, he or she may take temporary action that he or she feels will be in harmony with the overall policy of the Board. However, the Superintendent will not be free to act when the action involves a duty of the Board that by law cannot be delegated.

In each case in which the Superintendent must take such action, he or she will present the matter to the Board for its consideration at its next meeting.

Legal References:

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CIA</b>
<b>School Board Policy Reference Manual</b>	

**JOB DESCRIPTION: PRINCIPAL**

**TITLE:** Principal

**QUALIFICATIONS:**

1. Certificate required.
2. Degree(s) required.
3. Kind and amount of prior job experience required.

**REPORTS TO:** Person designated by the Board or the Superintendent

**SUPERVISES:** Staff members designated by the Board or the Superintendent

**JOB GOAL:** To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

The principal is responsible to the CEO/superintendent for all personnel assigned to his/her building and grounds and for all activities authorized for his/her building assignment unless otherwise noted. The principal administers, supervises, and assists in planning for the total program in his/her building.

**DUTIES:**

1. Provides leadership in promoting the best possible education for his/her students.
2. Protects the health and safety of his/her students.
3. Handles discipline referred to him/her by the teachers.
4. Assures a high level of student behavior and decorum.
5. Provides for proper guidance and counsel for his/her students.
6. Makes student referrals to proper agencies.
7. Maintains open communication with students.



8. Directs, supervises, and evaluates all teachers, the K-12 secretary, teacher assistants and teacher aides assigned to his/her building.
9. Makes frequent classroom observations of teachers and students at work.
10. Involves teachers in planning and executing the total program of his/her school.
11. Promotes and maintains a high level of staff moral
12. Organizes and administers the total school program.
13. Maintains a balance among the academic, physical, moral, and social aspects of the school program.
14. Supervises the assignment, promotion, and retention of students.
15. Reports to the CEO/Superintendent on the status of maintenance of the building and grounds.
16. Plans and executes safety and fire drills for his/her staff and student body.
17. Maintains all records required by the State Department of Education, school board, and or CEO/Superintendent.
18. Makes all reports required by the State Department of Education, school board, and/or CEO/superintendent.
19. Supervises teacher-kept records and reports to parents making certain that these records and reports conform to board policy and the Freedom of Information Act.
20. Establishes and maintains good public relations on behalf of the school.
21. Makes himself/herself available to parents.
22. Manages the functions of his/her office or offices efficiently.
23. Confers with the CEO/superintendent on all matters not covered by policy.
24. Cooperates with the other principal and CEO/superintendent in providing an excellent program system wide.
25. Plan for and carry out a program of staff in service education jointly with the district.
26. Schedules, organizes, and conducts, regular staff and in-service meetings.
27. Knows and follows board and administrative policies.

28. Reports to the superintendent in the selection, assignment, retention, and dismissal of teachers and other staff members.
29. Assists in preparations of budget for his/her building.
30. Monitors expenditures in his/her building to insure that budget is being followed.
31. Reports to the superintendent and then to the school board their recommendation on hiring or dismissing of staff members under his/her supervision.
32. Provides teacher with a class schedule and estimated class size by July 1.
33. The HS/JH principal, elementary principal, and CEO/superintendent, lead teachers and business manager will be assigned supervisory duties for extra-curricular activities on a rotation basis by the CEO/Superintendent. These duties include responsibility for cash boxes, paying officials, and crowd control.

Legal References:

Adopted: FY2012

Last review: FY2020

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CK</b>
<b>School Board Policy Reference Manual</b>	

## **PROGRAM CONSULTANTS**

In situations where knowledge and/or technical skills are needed that cannot be supplied by regular staff positions, technical and consultant assistance may be considered as one alternative for providing the desired service. The service may be provided consistent with budgetary appropriations.

All consultants will be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the school district. Any proposed contracts with consultants will be submitted to the Board for approval.

Consultants, whether temporary, part-time or full-time will exercise no administrative authority over the work of employees in the district, but will act only as advisers in those fields in which they are qualified to offer expert assistance.

All supervision of employees will be in the hands of those to whom such responsibility has been specifically delegated by the Superintendent.

Legal References: SDCL 13-8-39;

SDCL 13-10-2

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023

<b>Arlington School District 38-1</b>	<b>NEPN Code: CM</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL DISTRICT ANNUAL REPORT**

In accordance with state law, an annual report covering the educational and financial activities of the school district will be prepared by the business manager, with the assistance of the Superintendent. The report will be presented to the Board for its approval.

The report will be filed for audit on or before August 1 with the State Division of Elementary and Secondary Education. Reports not filed prior to August thirtieth are considered past due and are subject to past-due provisions of SDCL 13-13-38.

Legal References: SDCL 13-8-47;

SDCL 13-13-38

Adopted: FY2011

Last Review: FY2018

Next Review Scheduled For: FY2023