

General School Administration

NEPN Code	Title of Policy	Next Schedule Review
C	<a href="#">General School Administration</a>	FY2028
CA	<a href="#">Administration Goals</a>	FY2028
CBA	<a href="#">Superintendent Job Description</a>	FY2028
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CBC	<a href="#">Superintendent Contract/Compensation and Benefits</a>	FY2028
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CC	<a href="#">Administrative Organization Plan</a>	FY2028
CCB	<a href="#">Lines of Authority and Staff Relations</a>	FY2028
CD	<a href="#">Management Team</a>	FY2028
CE	<a href="#">Administrative Councils, Cabinets and Committees</a>	FY2028
CF	<a href="#">School Building Administration</a>	FY2028
CGA	<a href="#">Business Manager Job Description</a>	FY2028
CGB	<a href="#">Business Manager Evaluation</a>	FY2028
CGF	<a href="#">Administrative Job Description – Special Ed Director</a>	FY2028
CH	<a href="#">Policy and Regulation Implementation</a>	FY2028
CHD	<a href="#">Administration In Absence of Policy or Regulation</a>	FY2028
CI	<a href="#">Administrative Staff Evaluation</a>	FY2028
CIA	<a href="#">Principal Job Description</a>	FY2028
CK	<a href="#">Program Consultants</a>	FY2028
CM	<a href="#">School District Annual Report</a>	FY2028
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: C</b>
<b>School Board Policy Reference Manual</b>	

## **GENERAL SCHOOL ADMINISTRATION**

Section C contains policies and exhibits related to school management and school administration. It also contains policies and exhibits related to administrator job descriptions and evaluations.

Legal References:

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<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: FY2023

Next Review Scheduled For: FY2028

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

## **SUPERINTENDENT JOB DESCRIPTION**

TITLE: Superintendent

JOB GOAL: To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

**QUALIFICATIONS:**

1. Three years experience in teaching and three years experience in school administration, totaling at least six years.
2. An earned Master’s Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master’s Degree.
3. A valid teaching certificate issued by the State Board of Education with a Superintendent endorsement.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee.

CLASSIFICATION: Exempt

**PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES**

**1. Shared Vision**

The superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. Functions include:

- A. Develop and implement a shared vision and mission;
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
- C. Create and implement plans to achieve goals;
- D. Promote continuous and sustainable improvement;
- E. Monitor and evaluate progress and revise plans.

**2. Culture of Learning**

The superintendent is an educational leader who promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Functions include:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
- B. Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program;
- C. Create a personalized and motivating learning environment for students
- D. Use data to determine needs and oversee provision of quality professional development to meet district needs;

- E. Use data to monitor the assessment and accountability systems to assure student progress;
- F. Develop the instructional and leadership capacity of staff;
- G. Promote the use of the most effective and appropriate technologies to support teaching and learning;
- H. Monitor and evaluate the impact of the instructional program.

### **3. Leadership/Management**

The superintendent is an education leader who promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- A. Manage district budget, facilities and staff;
- B. Monitor and evaluate the management and operational systems;
- C. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;
- D. Promote and protect the welfare and safety of students and staff;
- E. Develop the capacity for distributed leadership;
- F. Ensure teacher and organizational time is focused to support quality instruction and student learning.

### **4. Family and Community**

The superintendent is an educational leader who promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- A. Collect and analyze data and information pertinent to the educational environment;
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
- C. Build and sustain positive relationships with families and caregivers;
- D. Build and sustain productive relationships with community partners.

### **5. Ethics**

The superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness, and in an ethical manner. Functions include:

- A. Conduct oneself in an ethical, fair, trustworthy and professional manner;
- B. Establish practices to promote personal, physical and emotional health;
- C. Demonstrate respect for diversity in students, staff and programs;
- D. Safeguard the values of democracy and equity;
- E. Consider and evaluate the potential moral and legal consequences of decision-making;
- F. Promote social justice and ensure that individual student needs guide all aspects of schooling.

### **6. Societal Context**

The superintendent is an educational leader who promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context. Functions include:

- A. Advocate for children, families, and caregivers;
- B. Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning;
- C. Provide leadership for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating appropriate district policies;
- D. Knows and supports the district school improvement plan and accurately reports progress on goals.

### **7. Essential Functions**

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the superintendent include the following:

- A. Reading, writing, hearing, listening, and speaking effectively with the ability to analysis data;
- B. The ability to sit and stand for periods of time, have use of hands, the ability to climb and other postures that may be required as duties are assigned;
- C. Specific vision abilities required by this job include close vision, distant vision and depth perception;
- D. Be able to occasionally lift/move items weighing up to 40 pounds;
- E. Must hold a valid drivers license and be able to drive to school locations and events;
- F. The position regularly requires evening and weekend work;
- G. The position deals with noise levels that of a typical school office and building setting;
- H. The position regularly requires the ability to handle stressful situations and resolve conflict.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and in not an exhaustive list of the duties performed for this position.

### **8. Other Duties**

The superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and South Dakota Codified Law.

### **TERMS OF EMPLOYMENT:**

Twelve months a year. Salary and benefits to be set by the board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with board policy, based on performance indicators and/or progress on annual superintendent goals as set by the superintendent and board.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Notes: This sample superintendent job description is one resource in a collection of materials developed jointly by Associated School Boards of South Dakota and School Administrators of South Dakota with the help of an advisory panel of school superintendents.*

*A complete selection of superintendent evaluation resources is available online at ASBSD's web site at <http://www.asbsd.org/page203.aspx>.*

Legal References: ARSD 24:15:06:34

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

<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.

*Notes: For advice and guidelines for selecting a Superintendent, including developing a recruiting plan, interviewing and selecting, and retaining the Superintendent, refer to the School Board Handbook, published by the Associated School Boards of South Dakota.*

Legal Reference: ARSD 24:15:06:34

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<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: ARSD 24:15:06:34; SDCL 13-10-3; SDCL 13-10-4; 13-10-9; SDCL 3-10; SDCL 3-11; SDCL 3-12C

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028



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

## **SUPERINTENDENT EVALUATION**

### **OPERATING PRINCIPLES**

A comprehensive superintendent evaluation process must:

1. Link to academic, social and emotional growth for all students in the system.
  - Rationale: Accountability must include multiple measurers of whole student learning.
  
2. Recognize the importance of a superintendent's work in the moral dimensions of leadership to facilitate a better quality of life for all groups, both inside the school community and in the greater community.
  - Rationale: The larger work of the superintendent is about shaping the future of the community and having a positive effect on people's lives.
  
3. Provide criteria reflective of professional standards for superintendents which is from multiple sources and is legal, feasible, accurate and useful.
  - Rationale: Standards of any kind are only effective if they meet suitability, utility, feasibility and accuracy measures
  
4. Provide opportunities for personal and professional growth.
  - Rationale: Evaluation processes must address the whole person and be oriented toward continuous improvement.
  
5. Be ongoing and connected to district/school improvement goals.
  - Rationale: An evaluation is a process, not a once a year conversation, and must be embedded in district's goals and school improvement plans.
  
6. Connect the district's goals with its publics' vision for their schools.
  - Rationale: Goals cannot be developed in isolation; district goals must reflect the community's highest hopes for its public schools and students.
  
7. Be intended to improve performance, not to prove incompetence.
  - Rationale: An effective evaluation process is established on a spirit of providing feedback for growth, not on finding evidence of shortcomings.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of the Superintendent constitutes personnel information and is not

open to inspection or copying. The Board’s evaluation of the Superintendent will be conducted in executive session.

**RECOMMENDED TIMELINES FOR SUPERINTENDENT EVALUATION**

<b>TIMELINE</b>	<b>ACTION</b>	
June or July	1.	Board and superintendent review superintendent job description and evaluation process, forms, indicators, timelines and possible supporting documents, information and data to be used to measure performance.
	2.	Superintendent creates goals based on district goals, which are measurable and doable in 12-months. The goals are mutually agreed to by the board/superintendent and shared with staff.
	3.	Board President and superintendent review evaluation process and forms with new board members following the election.
December	4.	Superintendent makes interim progress reports to the board on district goals and superintendent goals.
December	5.	Superintendent may complete a self-assessment with supporting documents to be provided to the board.
December or January	6.	Individual board members complete evaluation forms and bring the forms to the board’s evaluation session.
January	7.	Board members meet to discuss their evaluations and develop the board’s official written document(s) that will be shared with the superintendent following the meeting.
January	8.	The board’s official evaluation document(s) is shared, clarified and discussed with the superintendent at a special board meeting. Changes to the evaluation may be made as a result of the discussions.
January	9.	A copy of the final written evaluation form is placed in the superintendent’s personnel folder.
May or June	10.	Superintendent reports progress on district and superintendent goals.

*Notes: ASBSD sample policies include two types of superintendent evaluation forms:*

*(1) Standards-Based Evaluation Form (contains criteria established by the Board), and*

*(2) Goals-Based Evaluation Form (in which the superintendent establishes at least 2, but not more than 3, “significant individual goals” which “should” be approved by the Board).*

*A complete selection of superintendent evaluation resources can be found by going to the ASBSD Publications & Forms page at <http://asbsd.org/index.php/publications-forms/>*

Legal References: SDCL 1-25-2(1); SDCL 13-42-70

Cross References: CGB – Business Manager Evaluation; CI – Administrative Staff Evaluation; GCN – Professional Teaching Staff Evaluation; GCN-E(1) – Professional Teaching Staff Evaluation – Form; GDN – Support Staff Evaluation

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

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

## **ADMINISTRATIVE ORGANIZATION PLAN**

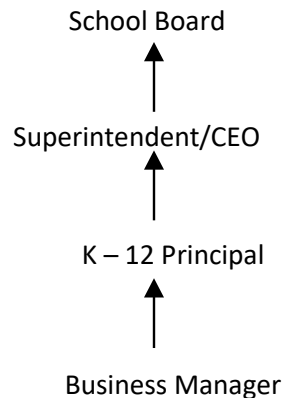
The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the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



Legal References:

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<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: FY2023

Next Review Scheduled For: FY2028

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

## **MANAGEMENT TEAM**

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

### **MANAGEMENT TEAM DEFINITIONS**

For the purposes of this policy, the terms herein shall have the following definitions:

1. Management Team Concept:

A means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.

2. Management Team:

A team composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition:

- a) recommend employment, transfer, suspension, discharge, layoff, recall; promotion, assignment, compensation, or discipline of employees;
- b) direct and supervise other employees;
- c) evaluate employees; and
- d) adjust complaints.

3. Management Employees:

A term which refers to those members of the Management Team.

### **MANAGEMENT TEAM OBJECTIVES**

The objectives of the district's Management Team are:

- 1. to provide input into all policies, which directly affect management employees in the administration of the school district by:

- a) assisting in the development of the educational goals and objectives of the district;
- b) applying all available knowledge to the improvement of district services;
- c) providing input into the development of district and department financial plans and budgets;
- d) providing input into the labor relations policies and practices of the district;
- e) evaluating proposals made by other employees and making recommendations on the district's response;
- f) providing open and frequent communication among members of the Team.

2. to provide a means of addressing the economic and welfare concerns of

management employees including:

- a) position description;
- b) evaluation;
- c) salaries and fringe benefits;
- d) promotion; and
- e) assignment and transfer.

The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide:

1. That the Management Team meetings will include:

- a) all management employees;
- b) representatives reflective of all management employee positions; and
- c) on occasion, all management employees

2. That the Management Team shall address itself to:

- a) appropriate concerns identified by the Superintendent;
- b) appropriate concerns identified by any member of the Team; and
- c) appropriate concerns mutually identified by a consensus of the members of the Team.

3. That the concerns of the Management Team will include but not be limited to:

- a) the district budget;
- b) the district curriculum;
- c) personnel management;

d) welfare of management employees.

4. That the Management Team will meet as determined by the administration:

5. That actions of all members of the Management Team be consistent with professional and ethical standards as adopted by professional management associations.

Legal References:

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028



<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.

*Notes: In districts where a Superintendent's cabinet or administrative council plays an active role in making recommendations to the Board through the Superintendent, a statement outlining the composition and responsibilities of the body frequently follows as a regulation.*

*Policies and regulations pertaining to a staff or advisory body are more appropriately coded elsewhere.*

Legal References: SDCL 1-27-1.16

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

<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: FY2023

Next Review Scheduled For: FY2028

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

## **BUSINESS MANAGER JOB DESCRIPTION**

**QUALIFICATIONS:** Business or Accounting degree and/or five years previous accounting equivalence. The Board of Education reserves the right to deviate from these qualifications.

**REPORTS TO:** School Board and Superintendent

**EVALUATION:** Performance will be evaluated by the School Board and the Superintendent.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the board.

**JOB GOAL:** The goal of the Business Manager is to provide the most efficient services to support the educational objectives of the School District and administers the business affairs of the school district to provide the best possible educational services with the financial resources available.

### **PERFORMANCE RESPONSIBILITIES:**

1. Plan, organize, administer and direct the operations of the District's Business Office to ensure efficient and cost-effective operations.
2. Direct the development of Board policies related to the financial operations and business functions.
3. Prepare and administer budgets.
4. Submit state and federal financial reports.
5. Oversee and provide accurate open enrollment numbers in conjunction with business office staff.
6. Implement, monitor and develop cash management programs that adhere to legal and responsible procedures adopted by the Board of Education and required by state/federal law.
7. Develop and direct effective purchasing strategies and purchasing Monitor payroll management in conjunction with Payroll Staff.
8. Coordinate and manage all matters related to the internal and external auditing of the District's finances.
9. Assist in operations of maintenance, food service and transportation services.
10. Assist in Human Resource functions.
11. Provide Board of Education, District Administrator, Community Members, Administrators and District Staff with the best information possible to be educated on the matters related to the Business Office.

12. Attend all Board of Education meetings and provide expertise related to the financial operations of the District.
13. Supervise the payroll function for the district to include employee benefits, state and federal tax deposits, workmen's compensation insurance and other related activities.
14. Supervises the review, coding, and preparation of the bills for approval at board meetings.
15. Supervises the collection, safe keeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the board; reconcile cash accounts and report to the board monthly.
16. Assists with the budget development, preparation, and submission; and provides the board with periodic performance reports. Prepares, approves and monitors purchase orders in compliance with board policy and approve the budget.
17. Supervises all cash funds and federal programs, including but not limited to food service and grants, in compliance with state and district policies, including timely required reporting.
18. Collects information and assists the superintendent and board with contract negotiations.
19. Conducts bidding procedures, when necessary, in compliance with school district policy and state law.
20. Maintains records and inventory related to fixed assets and real estate with adequate collateral and liability insurance; reports claims to insurer(s) in a timely manner..
21. Prepares and distributes the agenda and other appropriate communications to Board members in advance of the regularly scheduled meetings.
22. Attends and participates in board meetings, maintains an accurate record of the action and participants; signs and publishes proceedings of the Board consistent with the laws pertaining to the official publication of the minutes of Board action.
23. Prepares the district annual report to be submitted to the state superintendent.
24. Arranges for and assists with auditing of all school district accounts and programs.
25. Conducts school district elections as prescribed by state law.
26. Represents the school district professionally in local, regional, state, and national affiliation and participation.
27. Cooperates with all departments for effective and efficient results.
28. Performs other duties as the Board may require which will assist the superintendent and board in financial matters of the district.

Legal References: SDCL 13-8-18; SDCL 13-8-19; SDCL 13-8-34; SDCL 13-8-35; SDCL 13-8-43; SDCL 13-8-44; SDCL 13-8-47

Cross References: CGB – Business Manager Evaluation; DH – Bonded Employees and Officers

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

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

## **BUSINESS MANAGER EVALUATION**

In order to assure a high quality of business manager performance, a continuous program for business manager evaluations will be utilized.

The Business Manager will be evaluated, at a minimum, on an annual basis.

Evaluations shall provide feedback to the business manager, noting strengths, as well as areas needing improvement.

The evaluation criteria will include, but is not limited to, the following components:

1. Supervision of the payroll function for the district to include employee benefits, state and federal tax deposits, workmen's compensation insurance and other related activities.
2. Review, code, and sign bills prepared for approval at the monthly board meeting.
3. Supervision of the collection, safekeeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the Board, and reconciliation of cash accounts.
4. Budget development, preparation, and submission and providing the board with periodic performance reports.
5. Supervision of all cash funds and federal programs including Chapter I, Chapter II, food service, and various grants in compliance with state and district policies, including timely required reporting.
6. Collection of information and assisting the Board with contract negotiations.
7. Following bidding procedures and representing the District by signing contracts and agreements as authorized by the Board and in compliance with school district policy and state laws.
8. Maintaining records and inventory related to fixed assets and real estate with adequate collateral and liability insurance.
9. Attendance and participation in all Board meetings, maintaining an accurate record of the actions and participants, and publishing the minutes and notices in the designated district paper.
10. Preparation of the District annual report to be submitted to state education department.
11. Arranging for and assisting with auditing of all school district accounts and programs.
12. Administration and conducting school district elections as prescribed by state law.
13. Representation of the school district professionally in local, regional, state, and national affiliation and participation.

14. Cooperation with all departments for effective and efficient results.
15. Performing duties which will assist the superintendent, board, and standing committees in financial and business matters of the district in compliance with local policy and state laws.
16. Prepares, approves, and monitors purchase orders in compliance with board policy and approved budget.
17. Monthly report to the Board and as otherwise requested by the Board.
18. Working knowledge of areas of responsibility.
19. Professional growth.
20. Judgment, logical thinking, creativity, and imagination.
21. Fulfillment of assigned responsibility without neglecting some areas.
22. Adheres to policies of the Board of Education as well as law.
23. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation.
24. Staff relations.
25. Student relations.
26. Community relations.
27. Communication skills.
28. Adjusts to unplanned situations.

The Board and Superintendent shall be responsible for evaluating the Business Manager.

The formal evaluation will be written and will be discussed by the Board, Superintendent and the Business Manager. Copies of the written document will be signed and dated by all parties and incorporated into the personnel files of the Business Manager. The signature of the Business Manager does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of administrative staff constitutes personnel information and is not open to inspection or copying.

Legal References: SDCL 1-25-2(1); SDCL 13-42-70

Cross References: CBG – Superintendent Evaluation; CGA – Business Manager Job Description; ; CI – Administrative Staff Evaluation; GCN – Professional Teaching Staff Evaluation; GCN-E(1) – Professional Teaching Staff Evaluation – Form; GDN – Support Staff Evaluation

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028



<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: FY2023

Next Review Scheduled For: FY2028

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

## **POLICY AND REGULATION IMPLEMENTATION**

The Superintendent has responsibility for carrying out the policies and regulations approved by the Board.

Regulations are the detailed requirements governing the school and through which the school district will operate. The regulations must be in every respect consistent with the policies adopted by the Board.

All new regulations intended to be implemented by the Superintendent shall, to the maximum extent possible under the circumstances, be submitted to the Board of Education prior to implementation, and if not so possible then within thirty (30) days of implementation.

All existing regulations implemented by the Superintendent, not previously approved by the Board of Education, shall be submitted to the Board for review within a timeframe as determined by the Board.

The policies developed by the Board and the regulations developed to implement policy are designed to promote an effective and efficient school system. Board members, school district employees and students, volunteers, guests and vendors are required to comply with all school board policies and regulations.

Policies and regulations adopted by the Board are public documents.

Legal References: SDCL 13-8-39

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

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

## **ADMINISTRATION IN ABSENCE OF POLICY OR REGULATION**

In the absence of Board policy or regulation which addresses a situation, the Superintendent may take temporary action to address the situation. The action taken must be reasonably consistent with existing board policies and regulations. The Superintendent is prohibited from taking any action which involves a duty of the Board that by law cannot be delegated.

In each case in which the Superintendent must take temporary action, it will be presented to the Board for its consideration at its next meeting.

Legal References:

Cross References: BFCA – Board Regulations and Handbooks

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

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

## **ADMINISTRATIVE STAFF EVALUATION**

For purposes of this policy, “administrative staff” refers to principals, activity directors, special education directors, technology directors, transportation directors, and such other administrative positions as may be determined by the Board. The phrase “administrative staff” does not include the superintendent or the business manager.

In order to assure a high quality of administrator performance, a continuous program for administrator evaluation will be utilized.

Administrators will be evaluated, at a minimum, on an annual basis.

Evaluations shall provide feedback to administrators noting strengths, as well as areas needing improvement.

The evaluation criteria will include, but is not limited to, the following components:

1. Working knowledge of areas of responsibility.
2. Professional growth.
3. Judgment, logical thinking, creativity, and imagination.
4. Fulfillment of assigned responsibility without neglecting some areas.
5. Adheres to policies of the Board of Education as well as law and code of ethics.
6. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation.
7. Staff relations.
8. Student relations.
9. Community relations.
10. Communication skills for the leadership in assigned areas of responsibility.
11. Solicitation and utilization of staff input in decision-making.
12. Adjusts to unplanned situations.
13. Use of building, grounds, and other materials in the area of responsibility.
14. Use of available financial resources.

The evaluation process will include self-evaluation, and supervisor-initiated observations. The Superintendent or the Superintendent’s designee will be responsible for evaluating all administrative staff except the evaluation of principals. The Superintendent shall be responsible for evaluating principals.

The formal evaluations will be written and will be discussed by the evaluator and the administrator. Copies of the written document will be signed and dated by both parties and incorporated into the personnel file of the administrator. The signature of the administrator does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of administrative staff constitutes personnel information and is not open to inspection or copying.

Legal References: SDCL 1-25-2(1); SDCL 13-42-70

Cross References: CBG – Superintendent Evaluation; CGB – Business Manager Evaluation; GCN – Professional Teaching Staff Evaluation; GCN-E(1); Professional Teaching Staff Evaluation – Form; GDN – Support Staff Evaluation

Adopted: FY2023

Last Review: FY2023

Next Review Scheduled For: FY2028

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

## **PRINCIPAL JOB DESCRIPTION**

**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:**

1. Interprets and enforces district policies and administrative regulations.
2. Participates in the selection and supervision of all school personnel.
3. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
4. Organizes and administers the public relations program for his school.
5. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
6. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
7. Approves the master teaching schedule and any special assignments.
8. Prepares and administers the school budget and supervises school finances.
9. Supervises the maintenance of all required records and reports.
10. Maintains active relationships with students and parents.
11. Supervises all activities and programs that are outgrowths of the school's curriculum.
12. Assumes responsibility for all official school correspondence and news releases.
13. Serves as a member of such committees and attends such meetings as the Superintendent shall direct.
14. Serves as an ex officio member of all committees and councils within his school.
15. Responds to written and oral requests for information.
16. Keeps his supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
17. Assumes responsibility for his own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
18. Evaluates all staff members under his supervision according to statute and Board policy.

## **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 principal, activities director, CEO/superintendent, lead teacher, 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.

**TERMS OF EMPLOYMENT:** Ten-, eleven-, or twelve-month year. Salary and work year to be established by the Board.



**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Legal References:

Adopted: FY2012

Last review: FY2023

Next Review Scheduled For: FY2028

<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 13-10-2; SDCL 13-8-39

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028

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

## **SCHOOL DISTRICT ANNUAL REPORT**

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.

Upon approval by the Board, the report will be filed for audit on or before August 1 with the Secretary of the South Dakota Department of Education.

Legal References: SDCL 13-8-47; SDCL 13-13-37

Adopted: FY2011

Last Review: FY2023

Next Review Scheduled For: FY2028