

Moscow School District 281

SECTION II

(2000)

ADMINISTRATION

REVISED AND APPROVED

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POLICY IMPLEMENTATION BY ADMINISTRATION

(Policy Range: 2000 – 2999)

- 2000.00 Basic Policy. The policies of the Moscow School District No. 281 shall be administered by the Superintendent of Schools as Chief Executive Officer. Other individuals in administrative positions shall assume duties, responsibilities, and authority as delegated by the Superintendent of Schools. (11-12-01)
- 2010.00 Administrative Positions. Administrative positions shall be as follows:
- A. Superintendent
 - B. Human Resources Director
 - C. Special Services Director
 - D. Curriculum Director
 - E. Business Manager
 - F. Building & Grounds Maintenance Supervisor
 - G. Transportation Supervisor
 - H. Director of Student Nutrition Services
 - I. Principal
 - J. Assistant Principal-Secondary
 - K. Assistant Principal-Activities Director (7-23-13)
- 2011.00 Residency Requirement for Administrative Personnel. Individuals holding administrative positions play a critical role in the effective operation of the District. This includes the ability for such employees to be present at work during instances of inclement weather and on short notice to address emergency situations. Further, it is in the best interest of the District that administrative staff be involved in activities, associations and organizations of the Moscow community. Therefore, administrative personnel hired after the date of the implementation of this policy will be expected and required to establish and maintain residency within the boundaries of the District. The Board shall retain the right to waive this requirement on a case by case determination. (8-26-08)
- 2020.00 Delegated Authority. Each administrative officer may delegate assigned responsibilities to persons under his/her supervision. (11-12-01)
- 2030.00 Organization Chart Function. The functional lines of authority and responsibility are illustrated by the Organizational Chart. (11-12-01)
- 2040.00 Communication. The Organizational Chart, as well as job descriptions contained in the master file maintained in the Human Resources Office, are intended to promote free and open communication between all elements of this educational system and should be used accordingly. (11-12-01)
- 2050.00 Master File of Position Descriptions. A master file of Board approved job descriptions shall be maintained in the Human Resources Office. (11-12-01)

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TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Must hold a valid Idaho Administrators Certificate with Superintendent endorsement.
2. Doctorate Degree preferred.
3. Experience as a superintendent or assistant superintendent required.
4. The ability to speak effectively, both formally and informally, with individuals, small groups and large groups is required.
5. The ability to write effectively is required.
6. The ability to accept leadership responsibilities, make decisions and direct educational programs is required.

REPORTS TO: Board of Trustees

SUPERVISED BY: Board of Trustees

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

RESPONSIBILITIES:

1.0 ORGANIZATION AND ADMINISTRATION

- 1.1 Serve as chief executive officer for the Board, and as such, be responsible to the Board and act as its liaison with the community, including local, state and federal units and private agencies.
- 1.2 Provide recommendations to the Board for development, implementation, and evaluation of new policies and state laws relevant to education.
- 1.3 Attend and participate in all meetings of the Board and its committees, except when his/her employment or salary is under consideration.
- 1.4 With the assistance of the cabinet and administrative council, provide the leadership to translate the philosophy, objectives and the Board's goals into administrative actions.
- 1.5 Supervise the selection, assignment, evaluation, retention, termination, discipline, and transfer of all District classified personnel.
- 1.6 Make recommendations to the Board regarding the employment, retention and discipline of all certificated personnel including teachers and administrative staff. Reassign certificated employees until the next regular Board meeting but immediately reporting such reassignment to the Board.
- 1.7 Directly supervises and evaluates the Special Services Director, building principals, Business Manager, Administrative Assistant, Curriculum Director, the Human Resources Director, the Human Resources Specialist and the Data and Assessment Specialist. Indirectly supervises all District personnel.
- 1.8 Plan, direct and supervise a program for the recruitment, selection and assignment of all personnel.
- 1.9 Provide necessary research for competitive wage, salary and benefit amounts and certify classifications and salaries to the business department.
- 1.10 Supervise the maintenance of personnel records.
- 1.11 Supervise the maintenance of personnel policy and handbooks.
- 1.12 Administer provisions of Idaho code and administrative rules of the State Board of Education.

1.13 Supervise either directly or through delegation, all activities of the school system according to the policies of the Board.

2.0 PLANNING

2.1 Review the current viability of all District plans on a regular basis. Recommend changes, deletions and additions as necessary, to insure that plans meet the current needs of the District and Board's goals.

2.2 Provide leadership for the development and implementation of the District Strategic Plan.

2.3 Provide leadership for the development and implementation of the Master Facilities Plan including new building construction and associated equipment, land, etc.

2.4 Provide for long range planning for the proper maintenance, operation and renovation of current facilities and equipment.

3.0 CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

3.1 Provide leadership in the coordination of district curriculum and state standards including the alignment of philosophy with corresponding goals and objectives as outlined in the Strategic Plan and the Board's goals.

3.2 Organize and plan with the staff to develop, recommend and implement Board policies for the evaluation of programs and personnel.

3.3 Be responsible for writing federal and state project evaluations and all necessary records for federal and/or state projects not specifically assigned to another office.

3.4 Provide reports of program reviews and any subsequent recommendations to appropriate school personnel and the Board.

3.5 Coordinate procedures to evaluate district curriculum and instruction on a regular basis.

4.0 PUPIL PERSONNEL

4.1 Provide leadership for the establishment and evaluation of educational programs in relation to the student needs that are consistent with District philosophy and objectives.

4.2 Provide for the orderly transfer of students from one building to another.

5.0 FINANCIAL AND BUSINESS MANAGEMENT

5.1 Provide leadership in the development, preparation and management of the annual budget.

5.2 Provide for the completion of all necessary financial and statistical reports for School District records and for the appropriate governmental agencies.

6.0 SCHOOL-COMMUNITY RELATIONS

6.1 Exercise leadership in the development of a program of school/community relations to keep the public well informed of the activities and needs of the District, effecting a wholesome and cooperative relationship between the District and the community.

6.2 Initiate programs and procedures to mobilize community resources that improve educational opportunities for students.

6.3 Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.

6.4 Supervise the cooperation with college and university schools of education and with career guidance offices regarding applicants.

6.5 Supervise the response to questionnaires, surveys and correspondence from research or professional organizations requesting information on the District's human resource program.

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7.0 PROFESSIONAL GROWTH

- 7.1 Promote professional growth of school staff by maintaining own program of professional growth, through study, travel, conferences and self-appraisal.
- 7.2 Keep informed about current instructional and organizational trends in the areas of responsibility through continuing communication with administration and teachers.

8.0 CHARTER SCHOOLS

- 8.1 Develop and recommend policies to the Board for the establishment and on-going assessment of charter schools.
- 8.2 Review the charter schools and oversee charter school programs as required by Idaho Code 33-5210.

9.0 TERMS OF EMPLOYMENT

- 9.1 The Superintendent's contract may be for a period of one to three years. This contract shall be reviewed on or before the regular Board meeting in the month of January for consideration of extension.
- 9.2 The Superintendent will be entitled to 20 days of annual leave. A maximum of 40 days may be carried forward into any school year.

The Moscow School District does not discriminate on the basis of race, color, national origin, religion, sex, age or disability in connection with employment. The Moscow School District complies with the Americans with Disabilities Act (ADA) which prohibits discrimination against individuals with disabilities in recruitment, pre-employment screening, hiring, promotions, layoffs, termination, and any other term, condition, or privilege of employment.

Revision approved by the Board of Trustees on this date: 12/19/00, 5/22/01, 12/18/01, 12/17/02, 4/28/05, 8/28/07, 3/26/13, 4/9/13, 12/17/13

(260)

Moscow School District No. 281
Organizational Chart

