

Sequoia Union High SD

Board Policy

BP 2000

Administration

Concepts And Roles In Administration

The Board of Trustees expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Superintendent shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide professional advice to the Board and to citizen advisory committees.

(cf. 1220 - Advisory Committees)

Within the parameters of law, the Board may employ administrative and supervisory personnel to assist in the effective management of the District. All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall evaluate him/her on how well those expectations have been met. In turn, the Superintendent shall clearly state what is expected of all other administrators and shall evaluate how well those expectations have been met.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

(cf. 4300 - Management, Supervisory and Confidential Personnel)

(cf. 4315 - Evaluation/Supervision)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35028 Qualifications for employment

35031 Term of employment

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

41401-41407 Teaching and nonteaching certificated employee ratio

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: October 1, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 2100

Administration

Administrative Staff Organization

The Superintendent shall organize the administrative staff in a manner which best enables the District to provide an effective program of instruction.

(cf. 2230 - Representative and Deliberative Groups)

Authority originates with the publicly elected Board of Trustees. Through the Superintendent, authority and responsibility are delegated to the administrators and staff.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently to accommodate the workload and/or individual capabilities.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
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Sequoia Union High SD

Board Policy

BP 2110

Administration

Organization Chart/Lines Of Responsibility

The Superintendent shall maintain a current District organization chart. The organization chart shall clearly designate lines of primary responsibility and the relationships between all District positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools.

The Superintendent or designee shall ensure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from cooperating to develop the best possible school programs and services.

(cf. 2120 - Superintendent of Schools)

(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)

(cf. 4144/4244/4344 - Complaints)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

35160 Authority of governing boards

35160.1 Broad authority of school districts

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: October 1, 1997 Redwood City, California

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Board Policy

BP 2120

Administration

Superintendent Of Schools

The Superintendent is the chief executive officer and educational leader of the District. He/she executes all Board of Trustees decisions and is accountable to the board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices and problems and offers professional advice on items requiring board action, with appropriate recommendations.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the District. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board, as far as the law permits. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all district employees. He/she shall oversee all financial operations of the District and actively seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of District goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the District's goals and build a strong, positive community attitude toward the school system.

The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the District's instructional program and overall operation. The Superintendent shall inform the Board and staff of new developments and significant events in the field of education.

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; liability of agents

17605 Delegation of authority to purchase supplies, equipment and services; limitations on expenditure

35020 Duties of employees fixed by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of credential requirement

35031 Term of employment (up to four years)

35032 Salary increases

35033 District superintendent for certain unified school districts (on formation of district)

35034 District superintendent of certain unified districts

35035 Additional powers and duties of superintendent

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT

adopted: October 1, 1997 Redwood City, California

Sequoia Union High SD

Board Policy

BP 2121

Administration

Superintendent's Contract

The Board of Trustees shall contract with a Superintendent for a term of not more than four years (Education Code 35031).

The Board shall evaluate the Superintendent's performance early enough to ensure compliance with any requirements of the existing contracts.

Legal Reference:

EDUCATION CODE

35031 Term of employment

GOVERNMENT CODE

53260-53264 Employment contracts

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Sequoia Union High SD

Board Policy

BP 2122

Administration

Superintendent Of Schools: Responsibilities And Duties

The Superintendent is expected to work for the fulfillment of District goals and objectives established by the Board of Trustees. His/her responsibilities and duties shall be specified in contract and further detailed throughout the Board's policies.

The duties of the superintendent's office shall take precedence over any outside professional activities.

(cf. 2120 - Superintendent of Schools)

(cf. 2123 - Evaluation of the Superintendent)

(cf. 9270- Conflict of Interest)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020 Duties of employees set by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of certification requirement

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

GOVERNMENT CODE

89501-89503 Honoraria and gifts

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Sequoia Union High SD

Board Policy

BP 2123

Administration

Evaluation Of The Superintendent

The Board of Trustees believes that an annual evaluation of the Superintendent's performance serves to measure the District's progress toward established goals and objectives and strengthens working relationships between the Superintendent and the Board. Evaluations should provide commendations in areas of strength and recommendations for improving effectiveness, thus clarifying the Superintendent's role and giving the Board and Superintendent an opportunity to jointly identify priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to set reasonable criteria for salary increases and/or contract extension.

Performance Objectives

The Board and Superintendent shall annually agree upon a limited number of objectives which shall be used to evaluate the Superintendent's performance. These objectives shall reflect established goals and needs of the District with regard to the educational program, personnel, operations, management, community relations, Board-Superintendent relations, and professional leadership.

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)

Evaluation Process

Once a year, each Board member shall independently rate the Superintendent's performance in each performance objective.

The Board shall examine all Board members' ratings and reach a consensus upon the evaluation of each performance objective. The Board president or designee shall then develop a single evaluation representing the Board's collective judgment and provide a copy to the Superintendent.

The Board shall meet in closed session with the Superintendent to discuss the evaluation.

(cf. 9321 - Closed Session Purposes and Agendas)

The Superintendent and Board president shall examine dates specified in the Superintendent's contract and shall establish an appropriate schedule for the annual evaluation process and annual setting of performance objectives.

(cf. 2121 - Superintendent's Contract)

Additional evaluations may be arranged at any time during the year at the request of either the Board or the Superintendent.

Legal Reference:

EDUCATION CODE

44660-44665 Evaluation and assessment of performance

GOVERNMENT CODE

54957 Closed session for personnel matters

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Sequoia Union High SD

Board Policy

BP 2210

Administration

Administrative Leeway In Absence Of Governing Board Policy

The Superintendent shall have the power to act in cases where action must be taken and where the Board of Trustees has not provided guidelines for administrative action. The Board shall review the Superintendent's decision at the next regular board meeting.

It shall be the duty of the Superintendent to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence. The president shall use his/her discretion in informing the Board before its next regular meeting. If the action necessitates addition or revision of policies, the Superintendent shall make the necessary recommendations to the Board.

(cf. 9320 - Meetings)

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

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Sequoia Union High SD

Board Policy

BP 2230

Administration

Representative And Deliberative Groups

The Superintendent or designee may establish a management team, administrative councils, task forces, cabinets, or committees as needed to properly administer Board of Trustees policies, improve the educational program and assist in District communication. The membership, composition, and responsibilities of these advisory groups shall be defined by the Superintendent or designee and may be changed at his/her discretion. Advisory groups shall channel their advice and recommendations through the Superintendent to the Board.

Expenses incurred for consulting services, materials and travel may be paid from the District's general operating funds only when within budgetary allotments and approved by the Superintendent or designee.

Policy SEQUOIA UNION HIGH SCHOOL DISTRICT
adopted: October 1, 1997 Redwood City, California

Sequoia Union High SD Exhibit

E 2250
Administration

Vice Principal/Principal's Designee

NAME OF HIGH SCHOOL _____

ADDRESS OF HIGH SCHOOL _____

AFFIDAVIT OF _____

PRINCIPAL, _____ HIGH SCHOOL

Comes _____ and under penalty of perjury does make the following delegation: I nominate as my agent(s) in fact the following person(s):

to act on my behalf for any and all purposes of implementing California Education Code, Section 48900-48914 inclusive.

Signed this _____ day of _____ 19_____

at _____, California

Principal

State of California)
) SS
County of San Mateo)

On _____ BEFORE ME, THE UNDERSIGNED, a Notary Public in and for said State, personally appeared, _____, known personally to me the person whose name is subscribed to the within instrument and acknowledge that he/she executed the same.

WITNESS my hand and official seal

Notary

Sequoia Union High SD

Board Policy

BP 2250

Administration

Vice Principal

Principal's Designee

The Board of Trustees recognizes that the principal may be absent from the school site in the course of his/her professional duties or for other reasons. Therefore, a vice principal/principal's designee shall be designated at each site in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

In the absence of the principal, the vice principal/principal's designee shall administer the school in accordance with board policy, administrative regulations and procedures, and the law. The delegation of school site duties shall not relieve the principal of the responsibility for actions by the vice principal/principal's designee.

The name of the vice principal/principal's designee (any one or more administrators) shall be kept on file in the principal's office. A second person may be designated to serve in this capacity.

(cf. 5144.1 - Suspension/Expulsion)

Legal Reference:

EDUCATION CODE

7 Delegate of powers

35020 Duties of employees fixed by governing board

35160 Authority of governing board

35161 Powers and duties generally

44861 Employment of substitute principal

48911 Suspension by principal or designee

CODE OF REGULATIONS, TITLE 5

5550-5552 Duties of principals

5600 Duty-free lunch period

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