Teton School District No. 401

ADMINISTRATION **6100**

Superintendent

Function

The function of the superintendent is to inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting the highest standards of excellence, so that each student in the district may be provided with a complete, valuable, meaningful, and rewarding education. Further, the superintendent is to oversee and administer the district's facilities, property and funds with a maximum of efficiency, a minimum of waste and an ever present concern for the impact upon the over-all operation of the school district. The superintendent's overall job goal is to provide leadership in developing, achieving, and maintaining the educational programs and services of this school district, and to administer, supervise (or cause to be administered and supervised) all activities of the Teton School District.

Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and state and federal law. The Superintendent is hereby granted authority to act on behalf of the School Board and the District in all administrative matters with the exception of suspending or discharging certified personnel, unless some other person is named by the board to act as its authorized representative. The Superintendent is also authorized to develop administrative procedures to implement other Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated.

Qualifications and Appointment

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement. The superintendent will hold not less than a Masters Degree and will be properly certified pursuant to State Board of Education rules for the position.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board, which are consistent with the District's mission and goal statements. The board will also conduct an annual, written formal evaluation of the work of the superintendent. A specific time shall be designated for a formal evaluation session. The evaluation will indicate the strengths and weaknesses of the superintendent's job performance and set forth areas for improvement in the superintendent's job performance, if, in the view of the board, it is called for.

Through the evaluation of the superintendent, the board will strive to accomplish the following:

1. Clarify for the superintendent, priorities in the schools system as seen by the board.
2. Clarify for all board members, the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
3. Develop a healthily and effective working relationship between the board and superintendent.
4. Provide circumstances for effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent-board relationships, and will inform him/her, at least annually of its assessment of his/her performance.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. If the Superintendent and the Board determine that another contract will be used, prior approval for another contract form must be received from the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent. The board will employ a superintendent of schools for a term not to exceed three (3) years. With the exception of initial appointment, the superintendent's contract will be reviewed at the regular board meeting each January and, if approved, may be extended for not less than one (1) additional year beyond the established expiration date of the contract. The superintendent does not acquire renewable contract rights.

The Superintendent will serve on a contractual basis at the pleasure of the board of trustees according to the terms and conditions of the contract. Contract terms and salary are to be determined each year by the board of trustees in consultation with the superintendent of schools.

Legal Reference: I.C. § 33-513 Professional personnel
Hancock v. Idaho Falls School District No. 91, No. CV-04-537-E-BLW, 2006 U.S. Dist. Ct. LEXIS 52243

Policy History:
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