

Superintendent of Schools

The superintendent is the chief executive officer of the school system and has, under the direction of the board, general supervisory responsibilities of the district's schools and personnel. The superintendent is responsible for management of the schools under the district's policies and is accountable to the board.

The superintendent, at his or her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies. The delegation of power or duty, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Where the board has provided no guidelines for administrative action, the administration shall have the power to act in the absence of policy. However, such actions may be subject to review by the board in an effort to determine the necessity of new policy.

The board shall be responsible for specifying the duties of the superintendent and holding the superintendent accountable by evaluating how well these duties have been performed. The superintendent shall be responsible for specifying the duties of all other administrators and holding each accountable by evaluating how well these duties have been performed.

All school employees shall be subordinate in authority and responsible to the superintendent.

Recruitment and Appointment

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.

A vote of the majority of the board membership present at a board meeting for which due notice has been given of the intended action will be required for the appointment of the superintendent.

The following procedure shall be observed in seeking a person to fill the position of superintendent:

- The school board chairman makes a public announcement of the vacancy, stating the personal and professional qualifications required.
- The district office staff provides notice of the vacancy to a list of universities, professional organizations, and individuals who may be able to notify qualified candidates interested in submitting an application.
- The board chairman, or designee, receives all applications. The entire board screens applications (At the discretion of the board, a screening committee may be appointed.) and prepares a list of the most promising candidates for interview.
- The board chairman communicates with the finalists, requests other references or information, and sets an interview date.
- The board interviews all finalists.
- The board chairman, or designee, notifies the top candidate and offers contractual terms. If the top candidate declines, the board chairman calls a special meeting of the board.
- Upon reaching an agreement with a candidate, the board chairman makes an announcement to the staff and public at a time mutually agreed to by the selected candidate.

Evaluation

The board members shall conduct an annual evaluation of the superintendent's performance based on the board adopted job description including management, implementation of board policy, and general leadership of the district.

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

1. Specify and clarify for the superintendent priorities in the school 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 harmonious working relationships between the board and the superintendent.
4. Provide effective administrative and educational leadership for the school system. The board has the prerogative to evaluate the superintendent at any time such evaluation is deemed necessary.

Based upon the collective input of board members, the chairman of the board, or his/her designee, will compile the annual evaluation of the superintendent. The superintendent shall receive and review the evaluation prior to it being presented to the board. At a regular January school board meeting, this written evaluation will be reviewed by the full board in executive session and signed by both the superintendent and the board chairman. The superintendent may attach, if desired, a response to the written evaluation.

At the annual evaluation, the board will consider and may make adjustments in the superintendent's contract, compensations, and benefits. The board may use districts of comparable size and/or neighboring districts as a factor in determining such adjustments. The superintendent's contract shall not exceed three (3) years in length.

Resignation, Termination, and Retirement

When the resignation of the superintendent occurs, it shall be made in writing to the chairman of the board. Once received, the resignation can only be withdrawn by the board.

If the superintendent should retire, the board chairman shall arrange for appropriate recognition of service.

In the event that the board should not renew the superintendent's contract, the notice of termination shall be made in writing by the chairman of the board stating the reasons for the board's action.

In all cases, the chairman of the board shall determine the timeliness for public announcement and shall set in motion the replacement procedure.

Legal source: Idaho Code 33-506 "Organization and government of board of trustees."

Adopted: April 11, 1996
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