

District administration is to be organized so that all departments of the central office and all the schools operate within a system guided by Board of Education policies, which are implemented through the Superintendent of Schools. All personnel will have the necessary authority and responsibility to carry out their respective assignments within this framework. Accountability will rest with these same personnel for the effectiveness with which their duties are performed.

Major goals of district administration include:

- effectively manage the district's various departments, units, and programs;
- provide professional advice and counsel to the Board of Education and to advisory groups established by Board action;
- ensure the effective implementation of Board policy;
- address the on-site needs of the district's schools;
- coordinate cooperative efforts, such as those undertaken by individual school councils, to improve learning programs, facilities, and resources;
- arrange for effective staff development programs.

#### **ASSISTANT SUPERINTENDENT FOR INSTRUCTION**

1. The Board of Education will appoint an Assistant Superintendent for Instruction based on the recommendation of the Superintendent of Schools.
2. The Assistant Superintendent for Instruction will have responsibility for the development, coordination and improvement of curriculum; for staff development and in-service training; for summer school and continuing education programs; and for the direction of student teacher programs.
3. The Assistant Superintendent for Instruction will be responsible directly to the Superintendent of Schools.

#### **ASSISTANT SUPERINTENDENT FOR SUPPORT SERVICES**

1. The Board of Education will appoint an Assistant Superintendent for Support Services based on the recommendation of the Superintendent of Schools.
2. The Assistant Superintendent for Support Services will be responsible for all the support operations of the District including: operation of the physical plant; financial functions; transportation; cafeteria operation; and school environment and safety.
3. The Assistant Superintendent for Support Services will be responsible to and report to the Superintendent of Schools.

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