

	CODE	
0.	Concepts and Roles	2000 BP
1.	Superintendent Responsibilities and Duties.....	2110 BP
	A. Superintendent Governance Standards	2111 BP
	B. Superintendent Recruitment and Selection	2120 BP
	1. Superintendent's Contract.....	2121 BP
	C. Evaluation of the Superintendent	2140 BP
2.	Administrative Leeway in Absence of Governing Board Policy	2210 BP
3.	Administrative Staff Organization	2220 BP
4.	Representative and Deliberative Groups	2230 BP

CONCEPTS AND ROLES

The Governing Board recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of district resources and personnel.

(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4300 - Management, Supervisory and Confidential Personnel)
(cf. 4331 - Staff Development)

The Governing Board expects district administration to provide leadership in developing and implementing the district's vision and goals for the educational program and in evaluating and reporting on the district's progress toward that vision. District administration is expected to help shape the culture and environment of the district in a manner that instills confidence in district schools, encourages positive relationships with the community, and focuses district operations on enhancing student achievement.

(cf. 0000 - Vision)
(cf. 0500 - Accountability)
(cf. 6020 - Parent Involvement)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 7000 - Concepts and Roles)

The Superintendent is the chief executive officer and educational leader of the district. As a member of the governance team, he/she shall advise and assist the Governing Board in the exercise of its governance responsibilities.

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9311 - Board Policies)

The Superintendent is granted the authority to make decisions concerning district operations within the parameters of law and Governing Board policy. He/she shall be responsible for developing administrative structures and decision-making processes that allow the district to fulfill its responsibilities in an efficient manner. The Superintendent may delegate to other district staff any duties imposed upon him/her by the Governing Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

CONCEPTS AND ROLES (continued)

- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)*
- (cf. 2220 - Administrative Staff Organization)*
- (cf. 2230 - Representative and Deliberative Groups)*
- (cf. 4300 - Management, Supervisory and Confidential Personnel)*
- (cf. 4315 - Evaluation/Supervision)*
- (cf. 9313 - Administrative Regulations)*

Legal Reference:

EDUCATION CODE

- 35020 Duties of employees fixed by Governing Board*
- 35026 Employment of district superintendent by certain district*
- 35028 Qualifications for employment*
- 35029 Waiver of credential requirements*
- 35031 Term of employment*
- 35033 District superintendent for certain districts*
- 35034 District superintendent of certain districts*
- 35035 Powers and duties of superintendent*
- 35160 Authority of Governing Boards*
- 35160.1 Broad authority of school districts*
- 35161 Powers and duties generally*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

American Association of School Administrators: <http://www.aasa.org>

SUPERINTENDENT RESPONSIBILITIES AND DUTIES

The Governing Board desires to set clear expectations of the Superintendent's responsibilities and duties in order to establish a productive working relationship with the Superintendent, ensure that the work of the Superintendent is focused on achievement of the district's vision and goals, and provide a fair basis for holding the Superintendent accountable. The responsibilities are detailed in law, Governing Board policy and the Superintendent's contract.

(cf. 0000 - Vision)

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 2121 - Superintendent's Contract)

(cf. 2140 - Evaluation of the Superintendent)

As the chief executive officer of the district, the Superintendent shall implement all Governing Board decisions and manage the schools in accordance with law and Governing Board policies. The Superintendent has responsibilities related to students and the instructional program, personnel, noninstructional operations, and the community. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Governing Board operations and decision making.

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

(cf. 9000 - Role of the Board)

The Superintendent may delegate any of his/her responsibilities and duties to other district staff but remains accountable to the Governing Board for all areas of operation under the Superintendent's authority.

(cf. 2220 - Administrative Staff Organization)

Legal Reference: (see next page)

SUPERINTENDENT RESPONSIBILITIES AND DUTIES (continued)

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 and duties of district superintendent*

35035 *Additional powers and duties of superintendent*

48900 *Authority of superintendent to recommend suspension or expulsion*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership, 1996

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

SUPERINTENDENT GOVERNANCE STANDARDS

The Governing Board recognizes that effective district governance requires strong collaboration and teamwork with the Superintendent. Because the Governing Board and Superintendent each have their unique roles and responsibilities, both contribute to the responsible governance of the district and the quality of education provided to the community's students.

(cf. 2000 - Concepts and Roles)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Superintendent is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Governing Board in the governance of the district, the Superintendent:

1. Promotes the success of all students and supports the efforts of the Governing Board to keep the district focused on learning and achievement
2. Values, advocates and supports public education and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Governing Board and among staff, students, parents/guardians and the community - and ensures that the diverse range of views from Governing Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Governing Board's continuous professional development

(cf. 9240 - Board Development)

6. Works with the Governing Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture

(cf. 0000 - Vision)

7. Recognizes that the Governing Board/Superintendent governance relationship is supported by the management team in the district
8. Understands the distinctions between Governing Board and staff roles, and respects the role of the Governing Board as the representative of the community

SUPERINTENDENT GOVERNANCE STANDARDS (continued)

9. Understands that authority rests with the Governing Board as a whole; provides guidance to the Governing Board to assist in decision-making; and provides leadership based on the direction of the Governing Board as a whole
10. Communicates openly with trust and integrity, including providing all members of the Governing Board with equal access to information and recognizing the importance of both responsive and anticipatory communications
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district

Legal Reference:

EDUCATION CODE

35020 *Duties of employees set by Governing Board*

Management Resources:

CSBA PUBLICATIONS

Superintendent Governance Standards, 2001

CSBA Professional Governance Standards, 2000

AASA PUBLICATIONS

Professional Standards for the Superintendency, 1993

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

American Association of School Administrators: <http://www.aasa.org>

SUPERINTENDENT RECRUITMENT AND SELECTION

The Governing Board recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Governing Board to fill a vacancy in the position of Superintendent, the Governing Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

(cf. 2000 - Concepts and Roles)
(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)

The Governing Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Governing Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the Superintendent's contract
6. Whether to hire a professional adviser to facilitate the process
7. How and when to involve the community in certain phases of the selection process

(cf. 1000 - Concepts and Roles)
(cf. 1220 - Citizen Advisory Committees)

8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected

SUPERINTENDENT RECRUITMENT AND SELECTION (continued)

10. Interview questions, processes and participants
11. How and when candidates' qualifications will be verified through reference checks
(cf. 4112.5/4312.5 - Criminal Record Check)
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Governing Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Governing Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Governing Board's own assessment of how candidates meet the criteria established by the Governing Board.

The Governing Board shall interview preliminary and final candidates in closed session and determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Governing Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Governing Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Governing Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

(cf. 2121 - Superintendent's Contract)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

The Governing Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

SUPERINTENDENT RECRUITMENT AND SELECTION (continued)

As necessary, the Governing Board may appoint an interim superintendent to manage the district during the selection process.

Legal Reference:

EDUCATION CODE

- 220 Prohibition of discrimination
- 35026 Employment of superintendent by board
- 35028 Certification
- 35029-35029.1 Waiver of credential requirement
- 35031 Term of employment
- 44420-44440 Revocation and suspension of certification documents

GOVERNMENT CODE

- 11135 Unlawful discrimination
- 12900-12996 California Fair Employment and Housing Act
- 53260-53264 Employment contracts
- 54954 Time and place of regular meetings
- 54957 Closed session personnel matters
- 54957.1 Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2

- 7287.6 Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29

- 794 Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

- 2000d-2000d-7 Title VI, Civil Rights Act of 1964
- 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
- 2000h-2000h-6 Title IX, 1972 Education Act Amendments

- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

- 100.6 Compliance information
- 106.9 Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS

- Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

- CSBA: <http://www.csba.org>
- ACSA: <http://www.acsa.org>
- Equal Employment Opportunity Commission: <http://www.eeoc.gov>
- Office of Civil Rights: <http://www.ed.gov/offices/OCR>
- Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

SUPERINTENDENT'S CONTRACT

In approving employment contracts with the Superintendent, the Governing Board wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

(cf. 2120 - Superintendent Recruitment and Selection)

(cf. 4312.1 - Contracts)

(cf. 9000 - Role of the Board)

The Governing Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Governing Board shall deliberate in closed session about the terms of the contract. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Governing Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Governing Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 3580 - District Records)

The contract shall include, but not necessarily be limited to, the term of the contract, conditions for termination of the contract, salary, benefits, and commitment to an annual evaluation. The contract should also include general responsibilities and duties of the Superintendent.

(cf. 2110 - Superintendent Responsibilities and Duties)

The Superintendent's contract shall include a provision specifying the maximum cash settlement, within limits established by law, that the Superintendent may receive upon termination of the contract. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

The term of the contract shall be for no more than four years. (Education Code 35031)

At the end of the term, the Governing Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Governing Board and Superintendent. (Education Code 35031)

SUPERINTENDENT'S CONTRACT (continued)

In the event that the Governing Board determines not to reemploy the Superintendent, the Governing Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

Legal Reference:

EDUCATION CODE

35031 *Term of employment*

GOVERNMENT CODE

53260-53264 *Employment contracts*

54954 *Time and place of regular meetings*

54957 *Closed session personnel matters*

54957.1 *Closed session, public report of action taken*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

EVALUATION OF THE SUPERINTENDENT

The Governing Board may annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the district toward established goals and objectives. The Superintendent and Governing Board may establish an appropriate schedule for the annual evaluation process.

(cf. 0000 - Vision)

(cf. 2121 - Superintendent's Contract)

(cf. 9000 - Role of the Board)

Evaluation criteria shall be based on district goals and objectives and agreed upon prior to the evaluation by the Governing Board and Superintendent. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

(cf. 2110 - Superintendent Responsibilities and Duties)

The Governing Board and Superintendent may annually consider what evaluation method(s) will best serve the district and agree on the specific written instrument to be used.

Prior to the evaluation, the Superintendent shall prepare and distribute to the Governing Board a progress report toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a review of action taken to address any Governing Board recommendations from the previous evaluation.

Each Governing Board member shall independently evaluate the Superintendent's performance. The Governing Board shall examine all Governing Board members' evaluations and reach a consensus on the evaluation. The Governing Board president or designee shall then develop a single evaluation representing the Governing Board's collective judgment and provide a copy to the Superintendent.

The Governing Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

The Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or district progress.

The Superintendent and Governing Board president shall sign the evaluation as evidence that the evaluation has been discussed, and shall place the evaluation in the Superintendent's personnel file.

EVALUATION OF THE SUPERINTENDENT (continued)

After each evaluation has been completed, the Governing Board shall meet in open session to give the Governing Board and Superintendent an opportunity to jointly identify priorities for the next year.

(cf. 2111 - Superintendent Governance Standards)

(cf. 3100 - Budget)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Legal Reference:

GOVERNMENT CODE

54957 *Closed session, personnel matters*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Human Resources, 1996

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

ADMINISTRATIVE LEEWAY IN ABSENCE OF GOVERNING BOARD POLICY

Through Governing Board policy, the Governing Board tries to anticipate critical policy issues that may affect district students and operations. However, the Governing Board recognizes that questions may arise in the day-to-day operations of the schools that are not addressed in Governing Board policy or administrative regulations. When resolution of such issues demands timely action, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9311 - Board Policies)

If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Governing Board president as soon as practicable after its occurrence. The Governing Board president shall then inform the Governing Board as appropriate.

The Governing Board president may schedule a review of the action at the next regular Governing Board meeting.

If the action indicates the need for additions or revisions in Governing Board policies, the Superintendent or designee shall make the necessary recommendations to the Governing Board.

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

ADMINISTRATIVE STAFF ORGANIZATION

The Superintendent shall organize the administrative staff in a manner that best supports the educational program through efficient operations, effective communications and direct assistance to schools.

*(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 4300 - Management, Supervisory and Confidential Personnel)*

The Superintendent shall maintain a current district organization chart which designates lines of primary responsibility and the relationships between all district positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating and cooperating to develop the best possible programs and provide efficient services.

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

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*

Management Resources:

WEB SITES

- CSBA: <http://www.csba.org>*
- ACSA: <http://www.acsa.org>*

REPRESENTATIVE AND DELIBERATIVE GROUPS

The Governing Board believes that broad input on district operations and policy from staff, parents/guardians, students and members of the public can provide the district with a diversity of viewpoints and expertise, help build a sense of ownership of the schools, enhance district efficiency and assist district communications. As desired, the Superintendent or designee may establish a management team, administrative councils, task forces, cabinets or committees in accordance with law.

(cf. 1220 - Citizen Advisory Committees)
(cf. 2220 - Administrative Staff Organization)

The membership, composition and responsibilities of these groups shall be defined by the Superintendent or designee. The Superintendent or designee may establish, change or dissolve these groups at his/her discretion.

Groups established by the Superintendent or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the Superintendent or designee. Advisory groups shall submit their recommendations to the Superintendent or designee, who may report the recommendations to the Governing Board as appropriate.

(cf. 9130 - Board Committees)

Expenses incurred for consulting services, materials, travel or other related operations shall be approved by the Superintendent or designee in advance.

(cf. 3350 - Travel Expenses)

Legal Reference:

EDUCATION CODE

35160.1 *Broad authority of school districts*

45100.5 *Senior classified management positions*

45256.5 *Designation of certain senior classified management positions*

GOVERNMENT CODE

3540.1 *Definitions*

54952 *Legislative body, definition*