

Administrative Organization and Roles**Administration Goals**

The proper administration of the District is most vital to a successful educational program. The administration is responsible, within the guidelines established by Board policy, for the direction and coordination of the students and staff in their efforts to reach the educational goals adopted by the Board. Therefore, the administration of the District must be based on positive human relationships that serve as the keystone for the effective operation of the entire District.

The administrative organization will be such that all divisions and departments of the District are part of a single system, subject to the policies, rules and regulations set forth by the Board and implemented through the Superintendent. Principals are expected to administer their units in accordance with Board policy and the administrative rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness and leadership, as well as consideration and concern for staff members, students, parents/guardians and patrons, are essential for effective school administration.

The Superintendent, principals and other administrators shall have the authority and responsibility necessary for their specific administrative assignments. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations for the Superintendent. The Superintendent, in turn, shall be responsible for clearly specifying the same for all other administrators.

The administration in the District shall strive to achieve the following goals.

1. Manage the District's various educational units and programs effectively.
2. Provide professional advice and counsel to the Board and any advisory groups established by the Board.
3. Provide leadership in keeping the District abreast of current educational developments.
4. Arrange for staff development necessary for the establishment and operation of the educational programs designed to meet the needs of individual students.
5. Coordinate cooperative efforts in the improvement and evaluation of educational programs, facilities, equipment and instructional materials.

6. Provide access to the decision-making process to the staff, students, parents/guardians and patrons of the District.

The Board will annually review District goals that are developed in cooperation with the Board, administration, staff and when appropriate, community and students.