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Policy Title: Statement of Guiding Principles Code No. 302

The Superintendent of Schools shall be the executive officer of the Board of Directors and shall be directly responsible to it for the execution of its policies, for the faithful and efficient observance of its rules by all employees throughout the systems and the enforcement of all provisions of the law relating to the operation of the schools.

In situations when the superintendent is less than full time or is a shared position, all references to “superintendent” will mean the “superintendent or superintendent designee.”

December 9, 2013
January 19, 2009
December 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: (Code of Iowa) Chapter 279.14

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the Board shall be grounds for discipline and, possibly, dismissal.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, Board members and the public;
- Obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills, which characterize school administration as a profession.
- Strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- Carries out in good faith the policies duly adopted by the local Board and the regulations of state authorities and renders professional service;
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- Supports and practices the management team concept.

December 9, 2013

January 19, 2009

Approved: April 7, 2003

Reviewed: December 8, 2003

Revised _____

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 400 Statement of Guiding Principals

Policy Title: Superintendent of Schools- Qualifications Code No. 304

The Superintendent of Schools shall meet the certification requirements as designated by the State Department of Education.

December 9, 2013

January 19, 2009

December 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: (Code of Iowa) Chapter 279.14

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Superintendent Appointment Code No. 306

The Board of Directors shall appoint the Superintendent of Schools for an initial term of not more than one year. After serving at least seven months, he may be employed for a term not to exceed three years.

December 9, 2013
January 19, 2009
December 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Superintendent Schools Function Code No. 308

Superintendent shall perform responsibilities in addition to contract including the following:

1. Attends all meetings of the Board except when his own appointment, efficiency, contract, or salary is being considered.
2. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
3. Formulates school objectives, policies, plans, and programs, and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
4. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
5. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy.
6. Supervises the effective carrying out of all constitutional or statutory laws, state and charter regulations, and Board policies.
7. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
8. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
9. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
10. Represents the Board as liaison between the school district and the community.
11. Performs such other tasks as may from time to time be assigned by the Board.
12. Interprets and clarifies the purposes and needs of the school system to Board, staff, students, and public.
13. Coordinates either directly or through delegation, the total educational program and provides leadership in its development and improvement.
14. Coordinates the work of administrative staff members.
15. Represents the district in its dealing with other school systems, institutions and agencies, community organizations, and the general public.
16. Oversees the processing and submission of required reports.
17. Assumes ultimate responsibility for the assignment of students, and the various specialized areas of administration including student services, business management, plant management, transportation, and research.
18. Keeps the Board informed about the status of the school system as well as educational trends and practices.
19. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.

December 9, 2013

January 19, 2009

December 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Superintendent Evaluation Code No. 310

The board will conduct an ongoing evaluation of the superintendent on the superintendent's skills, abilities, and competence. Annually, the board will formally evaluate the superintendent. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The formal evaluation will be based on the following principles:

- The evaluation criteria shall be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- The evaluation process will be conducted annually at a time previously agreed upon;
- Each board member shall have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent shall conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole shall discuss their evaluation with the superintendent;
- The board may discuss their evaluation of the superintendent. This discussion may take place in closed session upon a request from the superintendent;
- The individual evaluation of each board member, if individual board members so desire, will not be reviewed by the superintendent. However, board members are urged to communicate their criticisms and concerns with the superintendent in the closed session. The board secretary will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing informal evaluation of the superintendent's skills, abilities and competence.

December 9, 2013

January 19, 2009

December 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: Iowa Code 279.8, 279.20, .23, .23A, .25 (1989), 281 Iowa Admin. Code 12.3(4) (new standards).

Cross Reference: Closed Meetings of the School Board, Administration and School Board, Superintendent

Related Administrative Rules and Regulations: _____

Policy Title: Superintendent Professional Development Code No. 312

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing the superintendent's education, and participating in other professional activities.

It shall be the responsibility of the superintendent to arrange the schedule of events in order to enable superintendent's attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than 2 days, requires overnight traveling, or involves unusual expense, the superintendent shall bring it to the attention of the board prior to attending the event.

The superintendent shall report to the board as requested.

December 9, 2013
January 19, 2009
December 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: Iowa Code 279.8 (1989), 670 Iowa Admin. Code 14.12, 15.28, 17. 281 Iowa Admin. Code 12.7 (new standards).

Cross Reference: School Board Development and Training

Related Administrative Rules and Regulations: _____

Policy Title: Building Principals- Qualifications Code No. 314

Principals shall have earned a minimum of the appropriate Master's Degree from an accredited college or University, or complete enough course work to qualify for appropriate education. They must hold a valid certificate covering that area from the State Department of Education.

December 9, 2013
January 19, 2009
January 12, 2004

Approved: June 1989

Reviewed: February 1998

Revised: May 1998

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Principals' Professional Development Code No. 318

The board encourages the building principals to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the building principals to arrange their schedules in order to attend various conferences and events. Prior to the attendance at events, the building principal must have received approval from the superintendent.

The building principal shall report to the superintendent about each event attended.

December 9, 2013

January 19, 2009

January 12, 2004

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

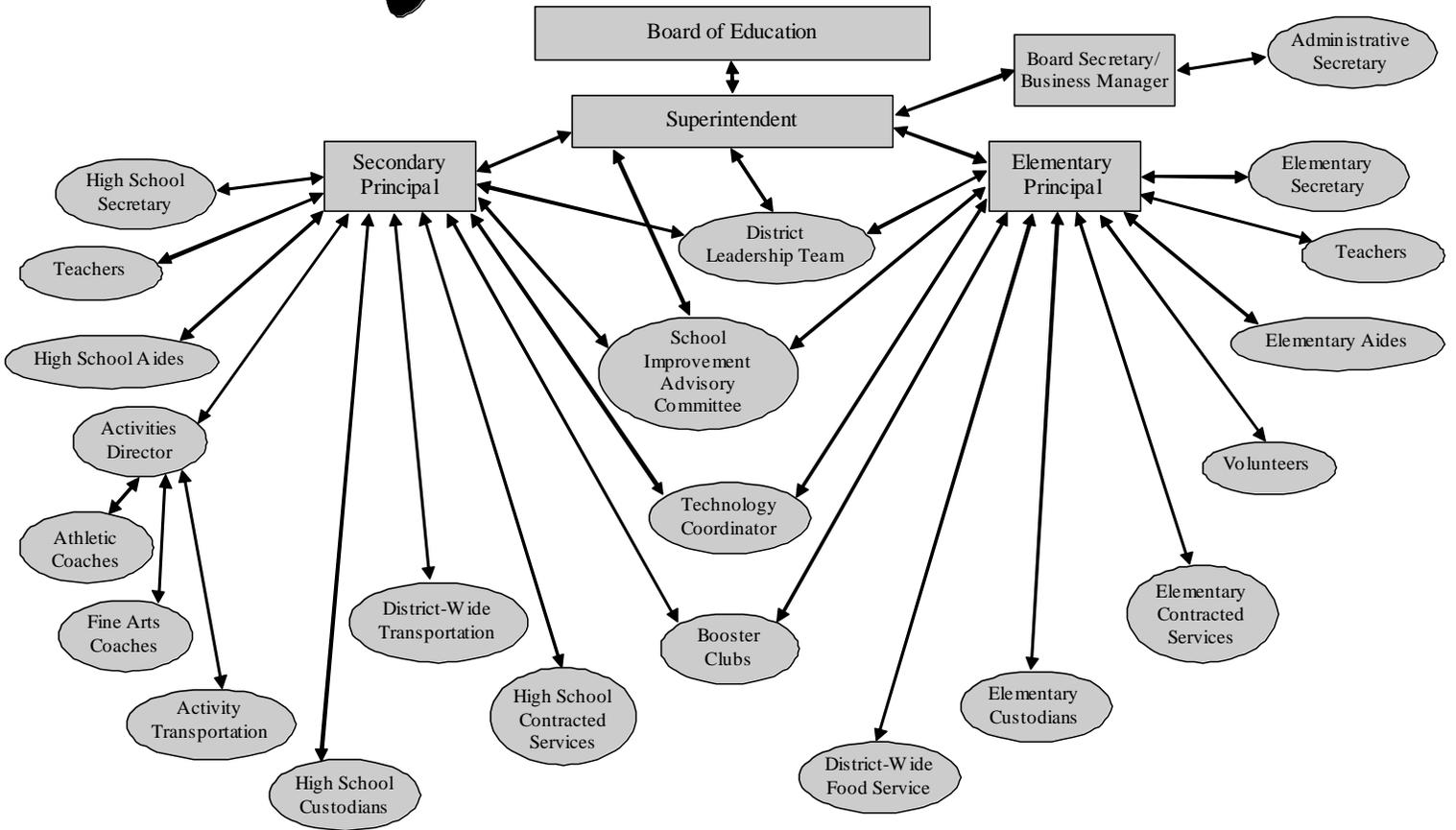
Legal Reference: Iowa Code 279, 8 (1989), 670 Iowa Admin. Code 14.12, 15.4, .6, .8-9, 17, 281 Iowa Admin. Code 12.7 (new standards).

Cross Reference: Professional Development

Related Administrative Rules and Regulations: _____



“Lines of Authority”



December 9, 2013
January 12, 2004

April 6, 2009
February 11, 2004

Approved: June 1989

Reviewed: Jan. 1997

Revised: April 1997

Legal Reference: Iowa Code 279, 8 (1989), 670 Iowa Admin. Code 14.12, 15.4, .6, .8-9, 17, 281 Iowa Admin. Code 12.7 (new standards).

Cross Reference: Professional Development

Related Administrative Rules and Regulations: _____

Working Relationship:

Type of Authority: Staff
Reports to: Board of Education and Superintendent of Schools
Consults with: Board of Education, Superintendent, Administrative Assistant, Building Principals,
Building Secretaries, Director of Facilities and Transportation

Basic Function:

To coordinate/supervise financial operations and administer the annual budget to ensure efficient and lawful functioning of the District.

Basic Responsibilities:

1. To supervise the management of the financial affairs of the school.
2. To establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
3. To supervise all accounting operations.
4. To act as payroll officer for the District
5. To supervise the collection, safekeeping and distribution of all funds.
6. To manage the District's real estate and insurance programs.
7. To administer a budget control system for the District.
8. To act as an advisor to the Superintendent on all questions relating to the business and financial affairs of the District, including the negotiation of the Master Contract.
9. To arrange for the internal auditing of school accounts.
10. To supervise the purchase control system.
11. To prepare and implement the school budget, publicizing and distributing as necessary.
12. To provide monthly accounting of all income and expenditures.
13. To prepare and analyze all financial statements for local, state and federal reporting.
14. To reconcile all General Fund, Schoolhouse Fund, Debt Service and Capital Projects bank accounts.
15. To approve all vouchers authorizing the expenditures of money.
16. To submit claims for refunds on sale and fuel taxes.
17. To recommend new accounting methods as desirable and necessary.
18. To assume responsibility for all insurance records/accounting.
19. To assist in the execution of the enacted budget, including the recommendation of administration controls where required and the preparation of a line item budget.
20. To prepare an analysis of program costs and methods of financing, including long-range projections of requirements.
21. To be responsible for Certified Enrollment reporting, including Open Enrollment, Special Education, Home-Schooled and Dual-Enrolled student counts and billings between districts.
22. To act as District contact person for all employee benefits (IPERS, insurance's, annuities, FLEX Plan, etc.)
23. To fulfill the duties of Board Secretary and Board Treasurer, and all that is required by the Code of Iowa for those offices.
24. To be responsible for the financial reporting and application for special funds within the Operating Fund.
25. To handle all facets of Random Drug Testing program for transportation staff.

January 13, 2014

January 19, 2009

December 2000

January 12, 2004
Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1994

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Job Descriptions Code No. 324

All job descriptions except the Superintendent's and Board Secretary's shall be kept in the administrative handbook. This will be maintained by the administration and approved annually by the board.

January 13, 2014
January 19, 2009
January 12, 2004

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1994

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Job descriptions will be reviewed as part of the regular policy review process. When policy codes 300 are reviewed, job descriptions will be reviewed. Also, as positions change, or as deemed necessary by the board or administration, specific job descriptions will be reviewed.

The superintendent will report before September 1st of each year, any changes in job description. Board action will be required for any job description change.

When positions are added, a job description must be presented to the board prior to approval of the position.

Cross Reference: Job Descriptions, Code No. 324

Position: SUPERINTENDENT
Reports To: Board of Education
Consults With: Staff
Supervises: All staff

A. GENERAL PERFORMANCE CHARACTERISTICS

1. Adjusts rapidly to change in plans and procedures.
2. Demonstrates an understanding of the problems that exist at the school board level.
3. Earns respect of professional staff members, students, community, and others with whom the superintendent works.
4. Demonstrates effective listening skills.
5. Demonstrates ability to work with members of the Board of Directors, administrative team, teachers, students, and parents.
6. Demonstrates a sense of humor at appropriate times.
7. Demonstrates patience, understanding, consideration, and courtesy.
8. Shows a willingness to try new approaches or methods.
9. Demonstrates ability to write, in a clear, accurate, logical manner.
10. Creates a feeling of unity, enthusiasm, & support among those in contact with the superintendent.

B. IMPROVING THE EDUCATIONAL PROCESS

1. Serves as an effective leader for the administrative team.
2. Promotes staff development activities appropriate to meet the goals of the district and staff.
3. Encourages high personal expectations in the performance of all personnel and students.
4. Effectively implements and monitors the performance evaluation systems for all district personnel.

C. WORKING WITH THE BOARD

1. Offers professional advice to the board on all matters requiring board action, placing before the board such facts and quality information as needed to make informed decisions.
2. Keeps the board informed on problems, solutions, and general operations of the school system.
3. Provides effective assistance and guidance to the board in development and maintenance of current board policies.
4. Supports and implements policies, procedures, and actions of the board to the public and staff.
5. Strives to create and maintain a harmonious and trustworthy working relationship between and among board members and superintendent.

D. DEVELOPING STAFF PERSONNEL

1. Makes decisions with counsel and advice of appropriate staff.
2. Seeks to foster high morale and cohesiveness among all employees.
3. Encourages research and creativity among employees.
4. Encourages participation of appropriate staff members and groups in planning procedures and policy interpretation.

E. MANAGING OPERATIONS

1. Develops and implements plans to attain goals which includes progress reports to the board.
2. Provides leadership skills to assist the board in the process of planning long and short range goals.
3. Effectively projects, prepares & monitors the execution of the budget as provided by board policy and accounting procedures.
4. Provides for utilization and development of appropriate sources of revenue.
5. Effectively organizes all support services, including transportation, maintenance, and clerical, necessary to facilitate effective student learning.
6. Ensures compliance of board policy relating to the district's operations and the state and federal laws, rules, and regulations.

F. WORKING WITH THE COMMUNITY

1. Gains respect and support of the community on the conduct of the school operations.
2. Gives attention to problems and opinions of all segments of the community.
3. Establishes open communication with students, staff, parents and community members.
4. Presents a positive image of the school by participation in community life and activities.
5. Seek parent and community input and commitment to district goals, policies, and programs.
6. Effectively represents the district and its board in its interactions with other school systems and institutions.
7. Maintains liaison with state legislators in an effort to accomplish legislation for schools.
8. Establishes and maintains a program of public relations to keep the public informed about policies, practices, goals, problems, and accomplishments of the district's schools.

G. PROFESSIONAL AND PERSONAL DEVELOPMENT

1. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
2. Possesses and maintains the health and energy necessary to meet the responsibility of the position.
3. Participates in professional growth activities.

WORK YEAR:

The work year will be based on actual work days establish by the Board of Education each year.

POSITION TITLE: Curriculum Director

QUALIFICATIONS:

1. Certificate, license, or other legal credential required in curriculum or administration
2. Masters degree in curriculum or administration
3. As deemed needed and appropriate by the Board of Directors
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Person designated by the Board or the superintendent.

SUPERVISES: Staff members designated by the Board or the superintendent for curriculum development

JOB GOAL: To provide leadership in the development, implementation, and coordination of the district's K-12 curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Guides development, implementation, and evaluation of curriculum and instructional services.
2. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
3. Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
4. Recommends the course offerings, grade placement of courses, credit allowance for courses, and graduation requirements.
5. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board.
6. Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
7. directs creation of, and edits for publication, all curriculum guides and materials which are prepared by and distributed to the instructional staff.
8. Works with principals and teacher committees in order to ensure horizontal and vertical articulation and continuity of the curriculum, within the instructional program throughout the district.
9. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
10. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public.
11. Maintains a curriculum library for staff use.
12. Maintains a record of information to show graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff.
13. Participates in the work of AEA, state, and national curriculum associations and study groups.
14. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
15. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
16. Works with building principals in the improvement of individual staff competence.
17. Observes teachers in their classrooms to offer insights for the enhancement of the teaching-learning situation.

18. Supervises directly the work of all instructional specialists not on permanent assignment to a school building. (AEA, state, and other consultants relating to curriculum)
19. Provides staff leadership to ensure understanding of and to promote the educational objectives of the district, and assist with planning and administering programs of in-service educational activities for instructional personnel.
20. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent or building principals.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

WORK YEAR:

The work year will be based on actual work days establish by the Board of Education each year.

Cross Reference: Job Descriptions, Code No. 324

Position: Building Principal
Reports To: Superintendent
Supervises: Certified and classified staff
Function: To provide leadership in the development, implementation, and coordination of the instructional program.

QUALIFICATIONS:

1. Certificate license or other legal credential required for principal
2. Masters degree in curriculum or administration
3. Demonstrated leadership
4. Demonstrated effective teacher

PERFORMANCE RESPONSIBILITIES

- Guides development, implementation, and evaluation of curriculum and instruction.
- Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
- Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
- Recommends the course offerings, grade placement of courses, credit allowance for courses, and graduation requirements.
- Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
- Ensure horizontal and vertical articulation and continuity of the curriculum, within the instructional program.
- Implement testing programs and other evaluative measures to be used by staff.
- Participates in the work of AEA, state, and national associations and study groups as needed to demonstrate growth.
- Recruitment, screening, hiring, training, and assigning of instructional personnel.
- Observe teachers in their classrooms to offer insights for the enhancement of the teaching-learning situation.
- Supervises directly the work of all instructional specialists not on permanent assignment to a school building. (AEA, state, and other consultants)
- Provides staff leadership to ensure understanding of and to promote the educational objectives of the district, and assist with training and administering programs of in-service educational activities for instructional personnel.
- Evaluate, guide, counsel, and support teachers to provide an effective instructional program.
- Develop, manage, promote, and implement plans for staff development and growth.
- Develop and maintain effective communication about education with students, staff, board, and patrons.
- Manage daily staff needs and schedules to facilitate learning.
- Demonstrate leadership and cooperation that fosters a positive learning climate.
- Set and implement clear expectations for students and staff behavior and performance.
- Develop and support discipline plans and procedures that foster a positive environment.
- Demonstrate responsibility for all day-to-day programs and activities.
- Help supervise all extra-curricular activities.
- Participate in community activities that lead to improved school and community relations.
- Manage operating budget.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent to building principals.

SALARY

To be set annually

BENEFITS

- Full family insurance paid by district (Or TSA)
- IPERS pension program
- \$50,000 life insurance paid
- Long Term Disability paid
- School related expenses reimbursed as approved and used
- Leaves same as teachers' contract

DUES AND FEES

- SAI and NAESP or NASSP dues paid
- ASCD (or related association) fees paid
- Attendance at a national level convention every other year or as demonstrated need

Cross Reference: Job Descriptions, Code No. 324

Position: Business Manager/Secretary to the Board of Education
Working Relationships:
Type of Authority: Staff
Reports to: Board of Education and Superintendent or Designee
Consults with: Superintendent, Administrative Assistant, Building Principals, Hot Lunch Managers, Athletic Director, other secretary and staff
Appointment: Shall be by the Board of Education upon the recommendation of the superintendent or Designee

Basic Function:

To assume the responsibility for the business management of the district under the direction of the Superintendent or Designee and the Board of Education. To render administrative assistance to the Superintendent or Designee.

Minimum Requirements:

1. Have extensive knowledge of accounting principles and procedures
2. Work well with others
3. Be computer/office machine/business machine literate/competent
4. Be able to organize and prioritize independently
5. Be flexible and able to work with interruptions
6. High school diploma

Major Responsibilities:

Daily duties:

1. Maintain confidentiality regarding all matters of the school district.
2. Prepare invoices for payment: check over, code and list by company, description and amount.
3. Keep an accurate account of all expenses incurred by the school district, and present the same to the board for audit and payment, including a report of the balance remaining in each fund.
4. Prepare and distribute payrolls: general and hot lunch.
5. Issue all warrants to general and schoolhouse funds.
6. Maintain records and account for all leaves (sick, professional and vacation) and for substitute teachers.
7. Keep an accurate, separate account of each fund: general, schoolhouse and activity, separate from the treasurer. Do bank reconciliation monthly.
8. File and preserve copies of all reports made and all papers transmitted pertaining to the business of the school district.
9. Preserve all legal documents of the school district.
10. Keep records and make payments on bonds and interest the district owe.
11. Prepare all federal and state reports required of the Secretary's office for all funds: federal withholding, state withholding, IPERS, FICA, unemployment, sales tax, and reports required by the Department of Education.
12. Prepare and maintain records for IPERS, FICA, state and federal income tax, medical insurance, TSAs and other records deemed necessary for each employee, including records for substitute employees.
13. Maintain accounting system and utilize accounting practices that comply with statutory and regulatory requirements.

Monthly duties:

1. Prepare monthly financial reports for the Superintendent or Designee and the Board.
2. Prepare for and attend all monthly board meetings.
3. Record complete and accurate minutes of all school board meetings; will not participate in actual board proceedings. Type and publish in local newspapers the minutes of the board meeting.
4. Key punch all financial invoices and payroll on computer terminal.
5. Invest and keep records of excess funds.
6. Supervise and audit accounting of the hot lunch and activity funds in all centers.

Quarterly duties:

1. Prepare reports for federal taxes, IPERS and unemployment.
2. Prepare quarterly federal and state reports:
3. Prepare quarterly financial report for newspaper publication.

Yearly duties:

1. Assist the Commissioner of Elections at all regular and special school elections. Responsible for the delivery of school election nomination papers to the county auditor.
2. Assist the Superintendent or Designee in budget preparation.
3. Assist the auditors in their annual audit.
4. Prepare annual financial report. (End of fiscal year)
5. Prepare Certified Annual Report (CAR).
6. Prepare annual federal and state reports.
7. Prepare annual financial report for newspaper publication.
8. Assume such other duties and responsibilities as may be assigned by the Board of Education, Superintendent or Designee.

Terms of Employment:

Work twelve months per year, with vacation and benefits as per Board of Education policies. Salaried to be reviewed and established annually.

Evaluation

Performance of this job will be evaluated annually by the Superintendent or Designee.

Cross Reference: Job Descriptions, Code No. 324

Position: Administrative Assistant to Superintendent and Business Manager or Designee
Working Relationships:
Reports to: Superintendent or Designee
Consults with: Superintendent, Administrative Assistant, Building Principals, Athletic Director, other secretaries, and staff
Appointment: Shall be by the Board of Education upon the recommendation of the superintendent or Designee

Basic Function:

To assist the superintendent or Designee substantially and effectively in the task of developing, achieving, and maintaining the best possible clerical and administrative services. To render administrative assistance to the Superintendent or Designee.

Minimum Requirements:

1. Have basic knowledge of accounting principles and procedures
2. Work well with others
3. Be computer/office machine/business machine literate/competent
4. Be able to organize and prioritize independently
5. Be flexible and able to work with interruptions
6. High school diploma

Major Responsibilities:

Daily duties:

1. Maintain confidentiality regarding all matters of the school district.
2. Prepare invoices for payment: check over, code and list by company, description and amount for hot lunch and activity accounts.
3. Keep an accurate account of all expenses incurred by the school district, and present the same to the board for audit and payment, including a report of the balance remaining in for hot lunch and activity accounts.
4. Issue all warrants for hot lunch and activity accounts.
5. Make all necessary bank deposits.
6. Deliver all regular mail from main office to post office when necessary.
7. Type all correspondence, reports and memos for the superintendent or Designee.
8. Take messages and appointments for superintendent or Designee.
9. Prepares drafts of needed Board policies and administrative rules for superintendent's review and action.
11. Prepares state reports and claims as required.
12. Support other administrative staff in the areas of report completion and clerical activities.
13. Perform basic clerical duties: type correspondence, reports, detention notices, etc.
14. File, update and transfer student records.
15. Count and make deposit for money from students and staff and write checks as necessary from the activity and hot lunch fund account.
16. Manage all deposits to all funds accounts.

Monthly duties:

1. Prepare monthly financial reports for hot lunch and activity accounts.
2. Publish monthly newsletter.
3. Balance all fund accounts with the Board Secretary.

Yearly Duties:

1. Type employee contracts.
2. Assume such other duties and responsibilities as may be assigned by the Board of Education or the Superintendent or Designee.

Terms of Employment:

Work twelve months per year, with vacation and benefits as per Board of Education policies. Salaried to be reviewed and established annually.

Evaluation

Performance of this job will be evaluated annually by the Superintendent or Designee.

Cross Reference: Job Descriptions, Code No. 324

Position Title: Athletic Director

Working Relationship:

Type of Authority: Line

Reports to: Middle and Senior High School Principal and Superintendent

Supervises: All Athletic Coaches

Consults with: Superintendent, Principals, Athletic Staff, Parents, Students and Public

Basic Functions:

To supervise the athletic department in such a way as to assure cooperation and harmony with all other departments of the school and to provide direction and supervision of all phases of the high school and junior high interscholastic program.

Basic Responsibilities:

1. To schedule all athletic contests.
2. To schedule all officials and see that they are paid.
3. To supervise the preparation of fields and other areas for games and practices.
4. To arrange for people to work at games and contests.
5. To make request for bus transportation.
6. To hold conferences with the athletic staff.
7. To help with supervision at games.
8. To prepare state reports.
9. To keep up-to-date inventories.
10. To make certain every student is covered by insurance before he or she is allowed to participate in a practice or a game.
11. To check eligibility of students.
12. To inform newspaper and radio of results of contests.
13. To assume such other duties and responsibilities as may be assigned by the principal or by the superintendent.

WORK YEAR:

The work year will be based on actual work days establish by the Board of Education each year.

Cross Reference: Job Descriptions, Code No. 324

POSITION TITLE: Elementary Teacher

WORKING RELATIONSHIP:

Type of Authority: Staff

Reports to: Elementary Principal

Consults with: Elementary Principal, Jr. & Sr. High School Principal, Professional Staff, Auxiliary Personnel, Students and Parents.

BASIC FUNCTION:

To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives.

BASIC RESPONSIBILITIES:

1. To evaluate pupils in terms of their academic, social, physical, and emotional needs and growth and to develop appropriate activities and maintain desirable qualities.
2. To provide opportunities for pupils to develop ability to solve problems, to think critically, to communicate, and to study effectively.
3. To establish a classroom climate conducive to effective learning study.
4. To carry out routine duties promptly and accurately.
5. To assist pupils in dealing with academic, personal, social, and vocational problems.
6. To work closely with the guidance counselor and with other staff members in specific problems to individual students.
7. To work closely with parents in guiding the growth and development of students.
8. To contribute to the continuous improvement of the educational program by initiating suggestions for staff consideration.
9. To engage in appropriate studies and activities to improve professional competence.
10. To serve on committee appointed to appraise and improve the curriculum.
11. To promote the development of student self-discipline by providing appropriate supervision in the classroom, other parts of the school building (hallways, gymnasium, and lunchroom) and on the school grounds and at school related activities.
12. To work with other agencies to better the welfare of the students and youth in general.
13. To accurately and skillfully complete all reports and turn them in on time as required by state laws, board policies and administration rules and regulations.
14. To contribute to the solution of educational problems at the state and national levels.
15. To assume such other duties and responsibilities as may be assigned by the building principal.

WORK YEAR:

The work year will be based on actual work days established by the Board of Education each year.

Cross Reference: Job Descriptions, Code No. 324

Position Title: Secretary to Building Principal
Working Relationships:
Type of Authority: Staff
Reports to: Building Principal
Consults with: Superintendent, Secretary, Faculty, Counselor, and Principal
Appointment: Shall be by the Board of Education upon the recommendation of the building principal.

Basic Function:
To render administrative and secretarial assistance to the building principal.

Minimum Requirements:
Have a pleasant personality
Be computer literate/competent
Be able to organize and prioritize independently
Be flexible
High school diploma

Major Responsibilities:

Daily duties:

- Maintain confidentiality regarding all matters of the school district.
- Perform basic receptionist duties in a friendly and personable manner: answer phone, deliver messages, greet and assist school visitors, etc.
- Perform basic clerical duties: type correspondence, reports, detention notices, etc.
- Keep accurate daily student attendance records.
- Receipt lunch money and maintain accurate lunch count.
- Maintain accurate, up-to-date class lists.
- File, update and transfer student records.
- Order (type, send and file purchase orders), organize and distribute supplies.
- Receipt money from students and staff and write checks as necessary (activity fund account).
- Register new students.
- Deliver mail to post office.
- Administer medication as necessary.
- Make student announcements.
- Copy daily bulletin and distribute accordingly.

Monthly duties:

- Quarterly duties
- Mail student progress reports--each midterm
- Enter student grades and attendance--2 days per quarter (secondary only)

Yearly duties:

- Inventory store room--1 day per year
- Prepare inventories--1 month per year
- Organize, conduct and compile information for student registration. August--4 days per year.
- Prepare final cumulative folders--2 days per year
- Read yearly requisitions, type and place orders--3 weeks per year
- Prepare conference schedules--twice each year (elementary only)
- Send conference notices--twice each year (elementary only)
- Assume such other duties and responsibilities as may be assigned by the principal.

Terms of Employment

The salary and work year to be established by the Board of Education.

WORK YEAR:

The work year will be based on actual work days establish by the Board of Education each year.

Cross Reference:

Job Descriptions, Code No. 324

Position: CUSTODIAN I
Reports To: Custodians, Superintendent, Building Principal, and Staff
Supervises: Custodian II, student and part-time help
Function: Provide students with a safe, attractive, comfortable, and clean environment in which to learn, play, and develop. Assist in providing a safe and efficient transportation program and schedule.

Responsibilities:

1. Maintain good public relations with students, parents, faculty, and community.
2. Comply with safety and health standards as determined by the Board of Education, the administration and state and federal regulations.
3. Develop a program for the care, cleaning, and regular maintenance of all school-owned equipment.
4. Drive school bus as needed, and schedule drivers for regular routes and extra trips.
5. Complete or arrange for all bus maintenance and repairs.
6. Recommend improvement, construction and maintenance programs for all physical facilities.
7. Clean and maintain well landscaped school grounds.
8. Maintain playground equipment in an attractive and safe condition.
9. Act on custodial and/or maintenance requests from the staff.
10. Maintain inventory of custodial supplies.
11. Support hot lunch staff and program needs daily.
12. By August 15th of each year, work with administration and other custodial staff to recommend a building cleaning and maintenance work schedule.
13. Provide support to other custodial and maintenance staff as assigned.
14. Work evening and weekend duties as assigned.

Specific Tasks to be Supervised or Completed:

1. Clean and maintain windows, floors, walls, ceilings, door frames, baseboards, blackboards and trays.
2. Clean and repair gutters, down spouts, and drains.
3. Clean all glass.
4. Empty all wastepaper baskets, and pick up miscellaneous articles from the floor.
5. Check soap and towel dispensers.
6. Check and confirm the proper functioning of clocks and bells, security and fire alarms, furnace and heating system, and electrical system.
7. Maintain door locks, door closures, and lights, and be responsible for daily locking and unlocking of doors.
8. Keep building entrances unblocked.
9. Maintain lawn and clean and repair outside walks.
10. Paint and touch-up all buildings and equipment.
11. Maintain school area traffic safety needs.
12. Raise and lower flag.
13. Scrub, seal, and wax floors once or twice during school year and once during the summer.
14. Additional general school, grounds, and equipment care and repair as needed.

Qualifications:

1. Physical ability to do work involved in school plant operation and maintenance
2. Knowledge or of ability to be trained in the responsibilities of the job.
3. Clean and neat physical appearance
4. Attitude that reflects interest in the welfare of the school
5. Valid Iowa school bus driving permit
6. Level of expertise sufficient to deal with daily and maintenance needs of electrical, plumbing, and heating systems
7. Required training and/or certification for boiler operation
8. Required training and/or certification for asbestos related activities
9. Ability to lift at least 60 pounds
10. Supervision and leadership skills

Work Year/Salary

The work year will be based on the actual work days established each year by the Board of Education. The hours for this position will be early morning and daytime, and the salary is paid by the hour.

Cross Reference: Job Descriptions, Code No. 324

Position: CUSTODIAN II
Reports To: Superintendent, Building Principal and Custodian I
Consults With: Superintendent, Building Principal and staff
Supervises: Student and part-time help
Function: Provide students with a safe, attractive, comfortable, and clean environment in which to learn, play, and develop.

Responsibilities:

1. Maintain good public relations with students, parents, faculty, and community.
2. Comply with safety and health standards as determined by the Board of Education, the administration, and state and federal programs.
3. Assist in the program for the care, cleaning, and regular maintenance of all school-owned equipment.
4. Drive school bus as assigned.
5. Recommend improvement, construction and maintenance programs for all physical facilities.
6. Clean and maintain well landscaped school grounds.
7. Maintain playground equipment in an attractive and safe condition.
8. Act on custodial and/or maintenance requests of the staff.
9. Maintain inventory of custodial supplies.
10. Provide support for other custodial and maintenance staff as assigned.
11. Work evening and weekend duties as assigned.

Specific Tasks to be Supervised or Completed:

1. Clean and maintain windows, floors, walls, ceilings, door frames, baseboards and trays.
2. Clean and repair gutters, down spouts, and drains.
3. Clean all glass.
4. Empty all wastepaper baskets, and pick up miscellaneous articles from the floor.
5. Check soap and towel dispensers.
6. Check and confirm the proper functioning of clocks and bells, security and fire alarms, furnace and heating system, and electrical system.
7. Maintain door locks, door closures, and lights, and be responsible for daily locking and unlocking of doors.
8. Keep building entrances unblocked.
9. Maintain school area traffic safety needs.
10. Paint and touch-up all buildings and equipment.
11. Maintain school area traffic safety needs.
12. Raise and lower flag.
13. Scrub, seal, and wax floors once or twice during school year and once during the summer.
14. Additional general school, grounds, and equipment care and repair as needed.

Qualifications:

1. Physical ability to do work involved in school plant operation and maintenance
2. Knowledge of or ability to be trained in the responsibilities of the job
3. Clean and neat physical appearance
4. Attitude that reflects interest in the welfare of the school
5. Valid Iowa school bus driving permit

6. Required training and/or certification for boiler operation
7. Required training and/or certification for asbestos related activities
8. Ability to lift at least 60 pounds

Work Year/Salary:

The work year will be based on the actual work days established each year by the Board of Education. The hours for this position will be late afternoon and early evening during the school year, and will be assigned when school is not in session. The salary is paid by the hour.

Cross Reference: Job Descriptions, Code No. 324

POSITION TITLE: Middle and Senior High School Teacher

WORKING RELATIONSHIP:

Type of Authority: Staff

Reports to: MS and/or HS High School Principal

Consults with: MS and/or HS High School Principal

BASIC FUNCTION:

To participate as a member of the instructional staff to direct learning activities in the attainment of subject, school and system objectives.

BASIC RESPONSIBILITIES:

1. To evaluate pupils in terms of their academic, social, physical, and emotional needs and growth, and to develop appropriate activities and maintain desirable qualities.
2. To provide opportunities for pupils to develop ability to solve problems, to think critically, to communicate understandably, to study effectively.
3. To establish a classroom climate conducive to effective learning study.
4. To carry out routine duties promptly and accurately.
5. To assist pupils in dealing with academic, personal, social and vocational problems.
6. To work closely with the guidance counselor, and with other staff members in specific problems of individual students.
7. To work closely with parents in guiding the growth and development of students.
8. To contribute to the continuous improvement of the educational program by initiating suggestions for staff consideration.
9. To engage in appropriate studies and activities to improve professional competence.
10. To serve on committee appointed to appraise and improve the curriculum.
11. To promote the development of student self-discipline by providing appropriate supervision in the classroom, other parts of the school building (hallways, gymnasium, and lunchroom) and on the school grounds and at school related activities.
12. To work with other agencies to better the welfare of the students and youth in general.
13. To accurately and skillfully complete all reports and turn them in on time as required by state laws, board policies and administration rules and regulations.
14. To contribute to the solution of educational problems at the state and national levels.
15. To assume such other duties and responsibilities as may be assigned by the building principal.

WORK YEAR:

The work year will be based on actual work days establish by the Board of Education each year.

Cross Reference: Job Descriptions, Code No. 324

Position Title: Guidance Counselor

Working Relationship:

Type of Authority: Staff

Reports to: Elementary, Middle and Senior High School Principal

Consults with: Elementary, Middle school and Senior High School Principal, Superintendent, Faculty, Students, and Parents

Basic Function:

To be responsible for coordinating the activities of the guidance program and to furnish leadership in his areas of responsibility.

Basic Responsibilities:

1. To counsel with individuals and groups of students.
2. To assist in registering K-12 grade students for classes.
3. To make schedule changes requested by students, parents, or teachers.
4. To administer and interpret tests to students.
5. To complete annual student graduate survey and complete a follow-up study at five-year intervals.
6. To complete an annual student drop-out study.
7. To arrange conferences with parents as needed.
8. To arrange conferences with all senior during first quarter of senior year.
9. To develop and maintain a library on career opportunities.
10. To advise administrators and teachers on test interpretation and student problems.
11. To work with college representatives, career education school representatives, military representatives, social service agencies and employers.
12. To assist the principal with records, cumulative and permanent records, transcripts, grade averages and class ranks, and follow-up studies.
13. To keep an up-to-date file of guidance information and educational and occupational information by ordering, filing, and making bibliographies.
14. To assist in planning and conducting in-service programs.
15. To recommend in writing administrative rules and regulations to the Middle and Senior High School Principal and the Superintendent.
16. To assume such other duties and responsibilities as may be assigned by the Principal or Superintendent.

WORK YEAR:

The work year will be based on actual work days establish by the Board of Education each year.

Cross Reference: Job Descriptions, Code No. 324

Position: BUS DRIVER
Reports To: Administration and Transportation Supervisor
Consults With: Administration, Transportation Supervisor, and Activities Sponsor
Supervises: Passengers
Function: Responsible for the transportation, care, and safety of the passengers in his/her bus at all times. All reasonable and necessary actions for these passenger's protection will be followed.

Responsibilities:

1. Obey all laws and mandatory regulations concerning driving a school bus.
2. Immediately report mechanical problems, physical problems (such as injury or sudden illness).
3. Follow bus routes and schedules as closely as possible without endangering passengers.
4. Act as a role model.
5. Enforce discipline, and complete disciplinary sheets to be turned into office.
6. Supervise students at all times while on bus or at attendance centers.
7. Accept inspection, report, and maintenance duties as assigned.
8. Drive activity bus as assigned.
9. Complete required paperwork and reports.

Operational Guidelines:

1. Keep the inside and outside of the bus clean at all times. This includes washing and sweeping.
2. Regularly inspect bus to ensure proper functioning and condition of windows, lights, fluids, tires, brakes, and windshield wipers.
3. Practice emergency exit procedures twice per year.
4. Maintain all safety doors, the first aid kit, and fire extinguisher.
5. Maintain in the bus, and in the office, a list of pupils transported with times of pick-up.
6. Avoid backing up.
7. Be aware of all special scheduling circumstances in the monthly and yearly calendar (such as in-services or holidays), and arrive for duty accordingly.
8. No smoking in or around the bus.
9. No use of alcohol or other drugs (illegal, prescription, or over the counter) that may affect driving ability.
10. When using prescription drugs, provide written note from the doctor, stating possible effects on driving ability.
11. Always report to work in a physical and mental state that does not distract from the task of driving a school bus.
12. When school may run late or let out early because of weather conditions, remain available and easily reached for driving duty.

Qualifications:

1. Valid bus drivers license
2. Ability to drive both standard and automatic transmissions.
3. Ability to meet age, health, and educational requirements of the Department of Education or the Board of Education
4. Have a telephone
5. Availability for bus driver's meetings

Work Year/Salary

The work year and salary will be based on actual work days established by the Board of Education yearly.

Cross Reference: Job Descriptions, Code No. 324

POSITION: Library Aide
REPORTS TO: Media Specialist and Principal
SUPERVISES: Student helpers that may be assigned for Library work
CONSULTS WITH: Superintendent and Faculty

Basic Functions

To assist the media specialist in performing necessary duties associated with managing a library/media center.

Basic responsibilities

1. Assist the media specialist as s/he requests.
2. Return cards to books being checked in and re-shelve those books.
3. Supervise the library in the absence of the media specialist and check out books to students.
4. Do typing for teachers and principal as assigned by the principal.
5. Do clerical work as assigned by the principal. This could entail checking notebooks, correcting papers, etc.
6. Takes classes or short courses as prescribed by the superintendent or designee.

Additional Responsibilities

1. Work part time in the Green Mountain building and part time in the Garwin building as determined by the building principals.
2. Assume other duties as assigned.

Minimum requirements

1. High school diploma
2. Interest in and aptitude for work to be performed

Work Year

Salary and work year to be established by the Board of Education upon the recommendation of the administration.

Position: HEAD COOK
Reports To: Superintendent and Building Principal
Consults With: Superintendent, Building Principal, and Hot Lunch Manager
Supervises: Assistant Cook, Servers, and student help
Function: Oversee, supervise, and assist in the sanitary preparation, handling, and ordering of food for the food service program.

Responsibilities:

1. Prepare soups, meats, vegetables, desserts, sauces, gravies, salads, beverages, and baked products by using appropriate methods and standardized recipes.
2. Demonstrate an understanding of nutrition in the planning of menus that meet school food service requirements.
3. Prepare daily cost sheets for lunch and breakfast program, and monitor the cost of labor, food, and supplies.
4. Assist with serving, kitchen clean-up, cleaning of eating utensils, dishes, glassware, trays, etc.
5. Maintain standards of cleanliness and sanitation in the kitchen and lunchroom in compliance with all safety and health standards required by the Superintendent, and state and federal regulations.
6. Practice preventative maintenance on all equipment.
7. Supervise the ordering, delivery, and storage of foodstuffs and supplies, and maintain an inventory.
8. Maintain good public relations with students, parents, school personnel, and the community.
9. Supervise food service personnel, including contacting substitute cooks, verifying time cards, and recommending personnel changes.
10. Submit all requested reports to and consult with the Superintendent on special hot lunch needs and problems.
11. Assume all duties and responsibilities that may be assigned by the Superintendent.

Qualifications:

1. High school diploma
2. Basic cooking skills
3. Basic math skills
4. Neat and well-groomed physical appearance
5. Ability to lift 40 pounds
6. Ability to work well with others
7. Decision-making and supervisory skills
8. Willingness to take "Short Course I" within 1 year, and "Short Course II" within two years of employment

Work Year/Salary:

Work year and salary to be established by the Board of Education upon the recommendation of the administration.

Cross Reference: Job Descriptions, Code No. 324

Position: Assistant Cook
Reports To: Superintendent, Building Principal, and Head Cook
Consults With: Superintendent, Building Principal, and Head Cook
Supervises: Student help and servers
Function: Aid in the execution of the food service program through food preparation and handling, and sanitation duties.

Responsibilities:

1. Prepare soups, meats, vegetables, desserts, sauces, gravies, salads, and baked products, including items for the breakfast program when needed.
2. Prepare items for the salad bar, and maintain and clean the salad bar.
3. Assist with food serving and cleaning and maintenance of kitchen, lunchroom, storeroom, equipment, tables, floors, eating utensils, dishes, glassware, trays, shelves, drawers, and cupboards.
4. Maintain standards of sanitation in compliance with all safety and health standards set by the Head Cook, Superintendent, and state and federal regulations.
5. Maintain good public relations with students, parents, school personnel, and the community.
6. Do other jobs as assigned by the Head Cook.

Qualifications:

1. High school diploma
2. Basic cooking skills
3. Basic math skills
4. Neat and well-groomed physical appearance
5. Ability to lift 40 pounds
6. Willingness to help co-workers with their jobs
7. Ability to work well with others
8. Willingness to take courses or workshops as required by the Superintendent or designee

Work Year/Salary:

Work year and salary to be established by the Board of Education upon the recommendation of the administration. Currently this is 182 days.

Salary will be set at a range of \$5.65 to \$7.00 per hour, to be reviewed annually by the GMG Board.

Position: DISHWASHER/SERVER
Reports To: Superintendent, Building Principal, Head Cook
Consults With: Superintendent, Principal, Head Cook
Function: Responsible for the cleanliness of all utensils, trays, and pans.
Also will help with food serving and other cleaning duties in the kitchen and lunchroom.

Responsibilities:

1. Scrape, clean, and wash all utensils, plates, bowls, pots, pans, etc.
2. Assist with trays and cleaning of tables, floors, etc.
3. Maintain standards of cleanliness and sanitation of kitchen and lunchroom in compliance with all safety.
4. Maintain good public relations with students, parents, school personnel, and the community.
5. Practice preventative maintenance on kitchen equipment, especially the dishwasher.
6. Do other jobs as directed by the Head/Cook.

Qualifications:

1. Ability to lift 40 pounds
2. Neat and well-groomed physical appearance
3. Willingness to help co-workers with their jobs
4. Ability to get along with others
5. Willingness to take classes or short courses as prescribed by Head Cook or Superintendent.

Work Year/Salary:

Work year and salary to be established by the Board of Education upon the recommendation of the administration.

Cross Reference: Job Descriptions, Code No. 324

Administrative Code:

Job Description

324 U

Position:

Transportation/ Maintenance/ Grounds Director

Reports to:

Superintendent, Principals, District Transportation Dir.

Supervises:

Bus Drivers, Summer Help

Function:

Assists the district transportation director and custodians to ensure that buildings and grounds are well maintained and that the district's transportation system provides a safe and efficient transportation program.

Responsibilities:

1. Maintain good public relations with students, parents, staff, and community.
2. Comply with safety and health standards as determined by the Board of Education, the admin., and state and federal regulations.
3. Develop a program for the care and maintenance of all school vehicles.
4. Drive a school bus as needed, and schedule drivers for regular routes and activity trips.
5. Recommend building improvements, construction and maintenance programs for all buildings and grounds.
6. Provide support to building custodians when needed.
7. In charge of all district grounds.
7. Additional duties as assigned.

Evaluations will be reviewed annually by the administrative team and/or staff. Board approval will be required by September 1st of each year. Evaluation instruments will not be used prior to board approval.

Within the first 30 days of the start of a school year, all staff will be provided a copy of the evaluation procedures and instruments that will be used for their position.

Specific evaluation forms will be developed for teaching staff, principals, and the superintendent. All other employees will be evaluated using the generic evaluation form that has been developed and approved.

Up-dated copies of all evaluation instruments and procedures will be kept in the administrative handbook.

Cross Reference: Evaluation, Code No. 326

The development of a strong, competent support services staff and the maintenance of high morale among this staff are major objectives of the Board. Finding the right employees to fill vacancies, determining assignments and work loads, establishing policies which encourage employees to put forth their best efforts, and providing a good atmosphere in which to work are among the Board's major duties, and a program of continuous evaluation is necessary in fulfilling these duties.

The evaluation of the support services staff will cover the major areas of each employee's responsibilities and will include the following:

1. the performance of job assignments
2. attitude toward children
3. attitude toward public education
4. attitude toward supervisors, teachers, and fellow employees.

Each employee will be informed of his responsibilities and given guidance in performing them satisfactorily by his immediate supervisor, and the employee's supervisor has the responsibility for seeing that each employee knows in advance the basis upon which he is to be evaluated.

Standards for Evaluation: All evaluation will be on district-approved forms, with standards for evaluations enumerated in all areas to be evaluated. An evaluation by the immediate supervisor of an employee's performance as being unsatisfactory will require justification and substantiation, together with suggestions for improvement.

Time and Number: During his first year, each employee will be evaluated at least twice before the final evaluation at the close of the first year of service. Other employees will be evaluated not less than once each year.

Utilization of Evaluation: Evaluations will be used to inform employees of supervisory appraisal of their performance and as an aid in improving performance. In order to accomplish these objectives, evaluation reports will be discussed with the employee evaluated. Each employee will be given a copy of his evaluation, and will sign the district's copy as evidence that he has seen it and that it has been discussed with him. Each employee will be permitted to write comments on his evaluation prior to its being filed in the employee's personnel folder.

An employee who believes that the evaluation is not an accurate reflection of his performance may appeal through established grievance procedures.

GMG Superintendent Evaluation Form

PART I Job Responsibilities

STANDARD #1: The Superintendent is an educational leader who promotes the success of all students facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

Rate Performance indicators as follows:

- 1 = Unsatisfactory** **Performance consistently does not meet expectations**
- 2 = Inconsistent** **Performance is inconsistent in meeting expectations**
- 3 = Successful** **Performance consistently meets expectations**
- 4 = Excellent** **Performance consistently exceeds expectations**

Performance Indicators

- 1.1 Sets priorities in the context of improving student achievement.
- 1.2 Articulates and promotes high expectations for teaching and student learning.
- 1.3 Develops, communicates, and implements a collective vision of comprehensive school improvement.
- 1.4 Formulates comprehensive school improvement plans (CSIP), goals, and change efforts with staff and community.
- 1.5 Formulates procedures for gathering, analyzing and using district data for decision-making.

Supporting Evidence: _____ _____ _____ _____ _____	Summary Rating
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STANDARD #2: The Superintendent is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

Sample Performance Indicators

- 2.1 Provides leadership for annually assessing and setting priorities on student and district needs.
- 2.2 Evaluates and provides direction for improving school district programs.
- 2.3 Examines student achievement data, disaggregates data and creates improvement plans.
- 2.4 Provides leadership for assessing, developing and improving school environment and culture.
- 2.5 Provides leadership encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.
- 2.6 Evaluates and provides direction for improving instructional strategies.
- 2.7 Develops and offers opportunities that respond to staffs' needs for professional development.
- 2.8 Encourages and facilitates the use of technology to improve teaching and learning
- 2.9 Encourages and supports personal and professional development among staff.
- 2.10 Demonstrates awareness of professional issues and developments in education.
- 2.11 Develops and revises as needed his/her own professional development plan for continued improved performance.

Supporting Evidence: _____ _____ _____ _____ _____	Summary Rating
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STANDARD #3: The Superintendent is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

Performance Indicators

- 3.1 Analyzes and reports on student achievement, attendance, and graduation rate.
- 3.2 Monitors distribution of district resources based on the district’s school improvement plan.
- 3.3 Provides direction and support for periodic review of curriculum and school policies and procedures.
- 3.4 Evaluates performance of staff and takes appropriate follow-up action.
- 3.5 Complies with district personnel policies and rules.
- 3.6 Demonstrates the ability to improve performance of staff members.
- 3.7 Monitors recruitment and selection of district personnel and holds staff accountable for performance.
- 3.8 Demonstrates knowledge and keeps well informed of funding sources.
- 3.9 Effectively manages both revenues and expenditures of the district budget.
- 3.10 Facilities are maintained and upgraded according to a district developed plan.
- 3.11 Effectively and consistently applies the legal requirements for personnel selection, retention, and dismissal.
- 3.12 Ensures that policies and rules are uniformly observed and enforced.
- 3.13 Implements a collaborative approach to policy development on student discipline.
- 3.14 Formulate and implement plans for internal staff communications.

Supporting Evidence: _____ _____ _____ _____ _____ _____	Summary Rating
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STANDARD #4: The Superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Performance Indicators

- 4.1 Provides leadership for improving parent/student/community involvement in the schools.
- 4.2 Promotes, demonstrates, and supports clear two-way communication at all levels of the community school district.

- 4.3 Formulates and implements plans for external communication, including communication of the school district priorities to the community and media.
- 4.4 Provides community service and leadership for developing a positive rapport between the schools and the community.

Supporting Evidence: _____	Summary Rating

STANDARD #5: The Superintendent is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner. Performance Indicators

- 5.1 Conducts oneself in an ethical, trustworthy and professional manner in the school environment, board and community.
- 5.2 Demonstrates awareness of professional issues and developments in education.
- 5.3 Treats everyone with fairness.
- 5.4 Demonstrates integrity in all actions.
- 5.5 Establishes practices to promote personal, physical, and emotional health.

Supporting Evidence: _____	Summary Rating

STANDARD #6: The Superintendent is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Performance Indicators

- 6.1 Serves as an articulate spokesperson for the welfare of all members of the learning community.
- 6.2 Demonstrates respect for diversity in students, staff, and programs.
- 6.3 Advocated in the political environment for issues beneficial to improving teaching and learning.

6.36.4 _____ Com
 municates clearly and substantively to the community about district issues and performance.

6.46.5 _____ Prov
 ides leadership with the board for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating district policies.

Supporting Evidence: _____ _____ _____ _____ _____ _____	Summary Rating
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- 6.6 Recommends district policy in consideration of state and federal requirements and local expectations.
- 6.7 Knows and supports the district school improvement plan and accurately reports progress on goals.

PART II – Job Targets

List up to five (5) significant job targets and measurable outcomes to be accomplished by the superintendent during the next 12-months that will best move the system forward in achieving the district’s long-term goals.

- 7.1 Target: _____
 Measurable Outcome: _____
 Comments: _____

- 7.2 Target: _____
 Measurable Outcome: _____
 Comments: _____

- 7.3 Target: _____
 Measurable Outcome: _____
 Comments: _____

- 7.4 Target: _____
 Measurable Outcome: _____
 Comments: _____

- 7.5 Target: _____
 Measurable Outcome: _____
 Comments: _____

PART III – Overall Summary

Job Responsibilities:

- Standard 1
- Standard 2
- Standard 3
- Standard 4
- Standard 5
- Standard 6

Ratings		

Summative Rating: (average score)

Significant Achievements:

Areas for Growth:

Superintendent's Signature: _____ Date: _____

Evaluation Period: _____, 20____ to _____, 20____

Board President's Signature: _____ Date: _____