

# POLICY

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1000/ Page 1 of 1**

1000	<b>ADMINISTRATION</b>
1110	Corporation Organization
1113	School Directory
1210	Board – Superintendent Relationship
1220	Employment of the Superintendent
1230	Responsibilities of the Superintendent
1230.01	Development of Administrative Guidelines
1240	Evaluation of the Superintendent
1241	Non-Reemployment of the Superintendent
1260	Incapacity of the Superintendent
1400	Job Descriptions

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1110/ Page 1 of 1**

## CORPORATION ORGANIZATION

The School Board recognizes that the grouping of grades and services within the facilities of the Corporation can assist the efficient operation of the Corporation and help achieve a more effective instructional program.

The Superintendent shall continually monitor the effectiveness of the Corporation organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of Corporation resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the School Corporation. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of the learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and administrative guidelines.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the Corporation. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1113/ Page 1 of 1**

## SCHOOL DIRECTORY

The School Board authorizes the Superintendent to prepare a school directory annually, and it shall contain the names, assignments, addresses, and telephone numbers of all professional and support staff as well as the Board and Superintendent.

Directories shall be distributed to all District personnel and to civic and community organizations upon request. Directories shall not be available to individuals and/or firms for commercial or private gain unless, in the judgment of the Superintendent, such distribution will be of a direct educational benefit to the staff or students.

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1210/ Page 1 of 1**

## BOARD – SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the consultation of the Superintendent. The Superintendent should be given the latitude to recommend the best method of implementing the policies of the Board.

The Superintendent, as the chief administrator of the School Corporation, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through administrative guidelines of the Corporation.

The Board shall retain oversight supervision of such guidelines.

In order to expedite negotiation procedures, the Superintendent may be appointed the chief representative of the School Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

# POLICY

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1220/ Page 1 of 2**

## EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this Corporation in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent of Schools shall be vacant, the Board shall appoint a Superintendent as chief executive officer and fix his/her salary and term of office which shall be no less than three (3) years.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the retiring Superintendent;
- D. professional and support staff;
- E. the participation of members of the community.

Recruitment procedures shall be prepared in advance of the search and shall include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative materials describing this Corporation and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1220/ Page 2 of 2**

- E. the requirement that each serious candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, sex, age, religion, ethnic background, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless s/he has signed an employment contract with the Board.

Such contract shall be in the basic form of the regular teacher's contract and shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. tenure in position shall not be granted;
- C. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- D. the benefits to which s/he is entitled;
- E. a provision for the termination of the contract;
- F. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent so appointed shall devote himself/herself to the duties of his/her office and maintain his/her principal residence within the Corporation, unless otherwise approved by the Board.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent shall be required to undergo a health examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the Corporation.

# POLICY

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1230/ Page 1 of 2**

## RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation.

### Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

- A. ensure that all aspects of Corporation operation comply with State laws and rules/regulations as well as Board contracts and policies
- B. establish and maintain a written educational plan required by law and consistent with the educational goals adopted by the Board
- C. ensure proper implementation of the current Corporation-wide instructional plan as it applies to each building
- D. strive to increase the efficient use of Corporation resources in the daily operations of the schools
- E. enforce the school attendance laws
- F. assign staff to achieve the maximum benefit toward the attainment of educational goals
- G. evaluate the progress of the professional and support staff toward the attainment of education goals
- H. analyze the results of instructional program development as it applies to the Board's educational goals
- I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1230/ Page 2 of 2**

- J. work cooperatively with parents and community groups concerned with programs in the schools
- K. develop personal capabilities in personnel strategies and facility management
- L. work cooperatively with the Board and administrative staff
- M. strive toward the highest standards of personal conduct

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1230.01/ Page 1 of 1**

## DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The School Board delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the Corporation will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the Corporation's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the Corporation office.

# POLICY

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1240/ Page 1 of 2**

## EVALUATION OF THE SUPERINTENDENT

The School Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the Corporation with the best possible leadership.

The Board shall annually, no later than December 31<sup>st</sup>, evaluate the performance of the Superintendent. Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the Corporation;
- B. the working relationship between the Board and the Superintendent;
- C. the Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the Superintendent, jointly, shall at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such method may include:

- A. the Superintendent's own self-analysis of the current status of the Corporation;
- B. the active participation of each Board member;
- C. a recommendation from a Board committee;
- D. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and Superintendent;
- E. evaluation interviews between the Board and Superintendent during which no other business is discussed;
- F. the Superintendent's assessment of Board efficiency and effectiveness.

# POLICY

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1240/ Page 2 of 2**

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and:

- A. be helped in the determination of the Superintendent's salary;
- B. to identify strengths and weaknesses in the operation of the Corporation and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the Corporation toward its goals;
- D. be better able to improve its own performance as the public body ultimately charged with the education responsibility of this Corporation.

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1241/ Page 1 of 1**

## NON-REEMPLOYMENT OF THE SUPERINTENDENT

The School Board has an obligation to employ professional leadership best trained and equipped to meet the educational needs of the children. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this Corporation.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board. Notification of its intent not to renew or extend his/her services shall be given by January 1<sup>st</sup>.

The contract of the Superintendent may be terminated during its term in accordance with statutory procedures.

I.C. 20-6.1-4-19

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1260/ Page 1 of 1**

## INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of the School Board to appoint a temporary or acting Superintendent by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the temporary Superintendent who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a two-thirds (2/3's) majority vote of the Board.

The Board shall determine that the Superintendent is incapacitated, at the request of the Superintendent, if the Superintendent is absent by reason of lengthy personal illness or injury or exposure to communicable disease which could be communicated to others; or upon certification of a physician selected and compensated by the Board.

Where a physician selected by the Board disagrees with a physician selected by the Superintendent, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the Superintendent. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.

If the Board determines that the Superintendent is unable to perform his/her duties, s/he may be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy; and/or be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy; and/or be placed on a leave of absence without pay.

The foregoing leave shall not extend beyond the term of the contract.

The Superintendent may, upon request to the Treasurer, and proper certification of recovery, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request.

# **POLICY**

**BOARD OF SCHOOL TRUSTEES  
EAST NOBLE SCHOOL CORPORATION**

**ADMINISTRATION  
1400/ Page 1 of 1**

## **JOB DESCRIPTIONS**

The School Board authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.