

C – General Administration

CB	ADMINISTRATIVE PERSONNEL ETHICS	2
CDBG	COMPREHENSIVE NEEDS ASSESSMENT.....	2
CEA	ADMINISTRATORS QUALIFICATIONS.....	2
CEE	ADMINISTRATION COMPENSATION AND BENEFITS	3
CEH	ADMINISTRATION CONSULTING	3
CEI	EVALUATION OF THE ADMINISTRATORS	3
CEJ	SEPARATION OF ADMINISTRATION.....	3
CF	BOARD-ADMINISTRATOR RELATIONS	3
CG	ADMINISTRATIVE PERSONNEL POSITIONS.....	4
CGA	ADMINISTRATIVE PERSONNEL RECRUITMENT.....	4
CGB	ADMINISTRATIVE PERSONNEL HIRING	4
CGC	ADMINISTRATIVE PERSONNEL ASSIGNMENT	4
CGD	ADMINISTRATIVE PERSONNEL RESIGNATIONS	4
CGPA	ADMINISTRATIVE PERSONNEL HEALTH EXAMINATIONS.....	4
CGPD	ADMINISTRATIVE PERSONNEL EXPENSES	4
CGPF	ADMINISTRATIVE PERSONNEL LEAVE AND ABSENCES	4
CMB	ADMINISTRATION IN POLICY ABSENCE.....	4
CN	ADMINISTRATIVE RECORDS.....	5
CO	ADMINISTRATIVE REPORTS.....	5
CP	BUSINESS OFFICE.....	5
CQ	TEAM STRUCTURE.....	5

Adopted 8-15

CA GOAL AND OBJECTIVES

The overall administration goal and objectives established by the School Board:

1. The implementation of a program of instruction and interaction which promotes the school mission and philosophy;
2. The incorporation of cultural leadership which reflect and support the values of wowicakupi (generosity), wowaditaka (courage), wosake (fortitude), wokahniga (wisdom), tehinda (cherish), wowicaka (honesty) and woohoda (respect);
3. To consistently utilize Dakota Language and resources school-wide;
4. Methods of planning, consultation, and fund-raising which continually increase the capacity of the institution to meet student needs;
5. Accurate sharing of information and ideas with the total school community;
6. A system of leadership which promotes, supports, and structures continual skill development and professionalism within staff;
7. Methods for implementing a cost-effective total school operation;
8. The ability and capacity to address real issues and difficulties which pose a barrier to student learning and development;
9. To annually provide continuous improvement monitoring process.

CB ADMINISTRATIVE PERSONNEL ETHICS

All administrative/supervisory personnel are required to function from the Code of Ethics items as addressed in Section GBU. Every member of a profession carries a responsibility to act in a manner becoming of a professional person. This implies that each school administrator has an inescapable obligation to abide by the ethical standards of the profession.

The school administrator constantly upholds the honor and dignity of the profession in all actions and relations with students, colleagues, school board members and the public. The school administrator carries out in good faith all policies duly adopted by the school board.

CDBG COMPREHENSIVE NEEDS ASSESSMENT

A comprehensive needs assessment will be conducted annually. The assessment will include, but not be limited to: data on school climate, academic achievement, parent involvement, school improvement, school effectiveness, communication, and youth risk behaviors. All stakeholders will be asked to participate.

CE ADMINISTRATION

Administration is the Principal and the Business Manager

CEA ADMINISTRATORS QUALIFICATIONS

The Administrators shall meet all requirements established by the School Board. Additional qualifications for a P.L. 100-297 Tribal School, shall include:

1. Prior experience in developing and administering a grant/contract school.
2. Knowledge of federal and state regulation regarding educational and support programs.
3. Technical skills in policy development, long-range planning, program and personnel evaluation, curriculum development, fiscal management, program planning and writing and related skill.
4. Knowledge of educational and other needs of Native American students.
5. Specific skills in employee supervision processes and procedures.
6. Reporting and communicating as required.
7. Facilitate collaboration among and within teams.
8. The basic duties of administrative personnel are outlined in job descriptions.

CEE ADMINISTRATION COMPENSATION AND BENEFITS

The administration compensation and fringe benefits will be established by the Board.

CEH ADMINISTRATION CONSULTING

The School Board will be informed of any consultative work, speaking engagements, or other professional obligations that are undertaken.

CEI EVALUATION OF THE ADMINISTRATORS

The Administrators will be evaluated by the school board.

CEJ SEPARATION OF ADMINISTRATION

Throughout the term of the contract with the Board, the Administration shall be subjected to the ESDS Code of Conduct and other applicable policies. Administrative Personnel are subject to separation (termination) procedures as indicated in the Personnel Policies.

CF BOARD-ADMINISTRATOR RELATIONS

Refer: BBD BOARD-ADMINISTRATOR RELATIONS

The legislation of policies is the most important function of a Board, and the execution of policies should be the function of the Administration. Delegation by the Board of its executive powers to the Administrators provides freedom for the Administrators to manage the school within the Board's policies, and frees the Board to devote its time to policy making and assessment of all school operations. The Board holds the Administrators responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In an effort to keep the Board informed, the Administrators will notify Board Members as promptly as possible of any happenings of an emergency nature which occur in school.

CG ADMINISTRATIVE PERSONNEL POSITIONS

The Board establishes all positions in the school system.

CGA ADMINISTRATIVE PERSONNEL RECRUITMENT

The Board will actively recruit for administrative positions. The Board will identify and train potential administrators for future duties.

CGB ADMINISTRATIVE PERSONNEL HIRING

The Board shall contract with the administrators in the school.

CGC ADMINISTRATIVE PERSONNEL ASSIGNMENT

The Board shall make administrative personnel assignments.

CGD ADMINISTRATIVE PERSONNEL RESIGNATIONS

Administrative personnel are subject to resignation procedures as indicated in the Personnel Policies.

CGPA ADMINISTRATIVE PERSONNEL HEALTH EXAMINATIONS

Administrative personnel are required to have a health examination as a pre-condition of employment.

CGPD ADMINISTRATIVE PERSONNEL EXPENSES

Administrative personnel shall be reimbursed for travel expenses incurred while on official school business at the rate set by the School Board.

CGPF ADMINISTRATIVE PERSONNEL LEAVE AND ABSENCES

The administrative personnel will follow the personnel policy Section G for leave and absences.

CMB ADMINISTRATION IN POLICY ABSENCE

In cases where policy is absent and action must be taken within the school system the Administration shall have the power to act. Such decisions, however, shall be subject to review by action of the Board. It shall be the duty of the Administration to inform the Board at the next regular board meeting.

CN ADMINISTRATIVE RECORDS

Administrative records shall be maintained and stored consistent with those requirements of the appropriate Tribal and Federal provision.

CO ADMINISTRATIVE REPORTS

All administrators shall be required to submit a monthly narrative report to the School Board.

CP BUSINESS OFFICE

The Business Office is organized and maintained in a manner to assist and provide the Board with information necessary to create a solid financial basis on which the school system can operate.

CQ TEAM STRUCTURE

Site-based teams are utilized for effective empowerment and decision making as part of the continuous school improvement process.