

**Policy C, General Administration –Approved August 2020**

**C – General Administration**

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### **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 the TRACKS values of woohoda (respect), waokihi (responsible), awaŋicihdaka (safe), wauŋsida (caring), and caŋtewašte uŋ (kind);
3. To consistently utilize Dakota Language and resources school-wide;
4. Apply methods of planning, consultation, and fund-raising which continually increase the capacity of the institution to meet student needs;
5. Promote the accurate sharing of information and ideas with the total school community;
6. Instill a system of leadership which promotes, supports, and structures continual skill development and professionalism within staff;
7. Consistently use 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 will be applied;
9. To annually provide continuous improvement monitoring processes.

### **CB ADMINISTRATIVE PERSONNEL ETHICS**

All administrative/supervisory personnel are required to adhere to 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 administrators constantly uphold the honor and dignity of the profession in all actions and relations with students, colleagues, school board members and the public. The school administrators 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 Superintendent, Principals and the Business Manager.

### **CEA SUPERINTENDENT QUALIFICATIONS**

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

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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. Facilitation of collaboration among and within teams.
8. The basic duties of administrative personnel as 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 shall approve of any consultative work, speaking engagements, or other professional obligations that are undertaken and compensated.

### **CEI EVALUATION OF THE SUPERINTENDENT**

The Superintendent 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 - SUPERINTENDENT RELATIONS**

Refer: BBD BOARD - SUPERINTENDENT RELATIONS

The legislation of policies is the most important function of a Board, and the execution of policies should be the function of the Superintendent. Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent 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 Superintendent 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 Superintendent will notify Board Members as promptly as possible of any happenings of an emergency nature which occur in school.

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**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 responsibilities.

**CGB ADMINISTRATIVE PERSONNEL HIRING**

The Board shall contract with the administrators of 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**

**Ref: BDG**

In cases where policy is absent and action must be taken within the school system the Superintendent 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 Superintendent to inform the Board at the next regular board meeting.

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**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.