

CONCEPTS AND ROLES IN ADMINISTRATION

The Board of Trustees recognizes that District administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of non-instructional operations. The Superintendent or designee may make decisions concerning District operations within the parameters of law and Board policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the District to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the District in a manner that focuses District operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in District schools.

- (cf. [0000](#) - Vision)
- (cf. [0100](#) - Philosophy)
- (cf. [0200](#) - Goals for the School District)
- (cf. [0500](#) - Accountability)
- (cf. [2111](#) - Superintendent Governance Standards)

The Superintendent is the chief executive officer and educational leader of the District. As a member of the governance team, he/she shall advise and assist the Board in the exercise of its governance responsibilities.

The Board and Superintendent shall work together as a team in the exercise of District governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

- (cf. [9000](#) - Role of the Board)
- (cf. [9005](#) - Governance Standards)

Because the Superintendent is the only District employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the District.

- (cf. [2120](#) - Superintendent Recruitment and Selection)

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

- (cf. [2140](#) - Evaluation of the Superintendent)

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The Superintendent may delegate to other District staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [2210](#) - Administrative Leeway in Absence of Governing Board Policy)

(cf. [2220](#) - Administrative Staff Organization)

(cf. [2230](#) - Representative and Deliberative Groups)

(cf. [4300](#) - Management, Supervisory and Confidential Personnel)

Legal Reference:

EDUCATION CODE

[35020](#) Duties of employees fixed by governing board

[35026](#) Employment of District superintendent by certain District

[35028](#) Qualifications for employment

[35029](#) Waiver of credential requirements

[35031](#) Term of employment

[35033](#) District superintendent for certain Districts

[35034](#) District superintendent of certain Districts

[35035](#) Powers and duties of superintendent

[35160](#) Authority of governing boards

[35160.1](#) Broad authority of school Districts

[35161](#) Powers and duties generally

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment, 2006

Maximizing School Board Governance: Superintendent Evaluation, 2005

Superintendent Governance Standards, 2001

CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: <http://www.csba.org>

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

tAdopted: June 8, 2004