

## C – GENERAL SCHOOL ADMINISTRATION

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## ORGANIZATION CHART

The Superintendent will design an organization chart depicting the relationship of all elements within the School District.

- A. The Citizens
- B. The Board of Education
- C. The Superintendent
- D. The Professional Staff
- E. The Non-Instructional Staff
- F. Supportive Personnel
- G. The Students



## ADMINISTRATIVE ORGANIZATION PLAN: LINE AND STAFF RELATIONS

All personnel employed by the School District shall be responsible to the Board through the Superintendent. All personnel shall refer matters requiring administrative action to the administrative officer immediately responsible for that school department. Administrative officers shall refer such matters to the next higher authority when necessary.

Personnel may have the right to appeal decisions made by an administrative officer, through an applicable grievance procedure as defined by Board policy or applicable laws.

All certified administrative personnel shall keep the person to whom they are immediately responsible informed of their department or school activities by whatever means the person in charge deems appropriate.

The line unit personnel will perform the function for which the School System exists, that of educating children. This function will normally be for a specific segment of the educational program located in a particular place. The staff line unit personnel will perform the function of providing specialized services for the School System as a whole.

The line and staff plan of organization will provide overall coordination of school personnel, and will unite and locate responsibility and authority. This plan will bring all activities and personnel into systematic relations and reduce to a minimum the overlapping of functions and authorities.

## SCHOOL SUPERINTENDENT

### Qualifications

- 1) The Board of Education shall employ the Superintendent of Schools.
- 2) As set by the State Board of Education.
- 3) At least five (5) years of recent school executive work.
- 4) A master's degree from an accredited institution of higher learning with emphasis in educational administration and supervision.
- 5) A superintendent's certificate issued by the State of New Mexico.

### Reports To

Board of Education.

### Supervises

Directly or indirectly, all employees of the District.

The Superintendent may delegate to members of the professional staff such duties and responsibilities as deemed necessary for the successful operation of the instruction program, but shall be responsible to the Board of Education for the results produced.

### Job Goal

To coordinate and administer the school program of the District within the framework of the philosophy and objectives established by Board policy, consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures in order to provide the best possible education program and service.

Performance Responsibilities

The Superintendent:

- 1) Is chief executive officer of the Board and the administrative head of all divisions and departments of the School System; carries out the educational policies and rules of the State Board and local School Board. The Superintendent may delegate such details as deemed advisable and necessary to other employees of the School District, but shall be responsible to the Board for the results produced.
- 2) Attends meetings of the Board and acts as the chief professional advisor to the Board in matters pertaining to the education and business policies of the school District.
- 3) Supervises and directs, upon approval of the Board, the business and instruction activities of the schools, and submits to the Board periodically such reports as the Board may require, or that are required by state law.
- 4) Employs, fixes the salaries of, assigns, terminates or discharges all employees of the School District. Directs employees of the District (except those appointed by the Board for special services). Defines the duties of all personnel.
- 5) Has authority to suspend any employee within the District for good cause pending investigation and final action by the Board.
- 6) Visits the schools and advises and counsels with principals and teachers in such manner and on such subject as will benefit the instruction program or make the operation of the schools more effective.
- 7) Calls such meetings of the teaching staff as deemed necessary for professional training and consultation.



- 8) Suspends from the privileges of these schools for such time as deemed necessary any student whose conduct or condition is regarded as detrimental to the welfare of the school, provided such suspension is subject to the provisions of law, and recommends expulsion of students to the Public Education Department.
- 9) Prescribes such rules and regulations as are necessary for the administration and control of the schools and for the direction and guidance of employees.
- 10) Designates boundaries around the various schools of the District subject to the approval of the Board, and has charge of the transfer and distribution of pupils among the various schools.
- 11) Investigates the needs of and recommends to the Board provisions for school facilities in the School District, and presents to the Board plans and specifications of the architect or engineer employed for school construction.
- 12) Is responsible for the proper filing and care of all plans and specifications on buildings, equipment, and construction, and after the same have been approved by the Board of Education, is responsible for making sure that contracts involving construction or equipment are properly and promptly fulfilled; promptly notifies the Board of any discrepancies or delays or deviations from any and all contracts.
- 13) Makes surveys to maintain up-to-date information concerning the needs of the schools and changes that should be made in order to promote the progress of the schools.
- 14) Coordinates repairs to school properties; makes and keeps accurate and reliable records on the property of the District; has charge of placing insurance on school properties and in such amounts as are approved by the Board; keeps a record of insurance placed on school properties.
- 15) Has authority to approve requisitions for purchases and expenditures within the limits of the budget adopted by the Board, and is responsible for the purchase and distribution of supplies and equipment.
- 16) Examines and approves as a form, contracts and other papers to which the Board is a party.

- 17) Has power to decide matters of detail purely administrative in character that may arise for which no specific provision is made in the policies of the District in the interest of efficient administration; and reports decisions of a major character herein authorized to the Board at the next regular meeting of the Board.
- 18) Prescribes, subject to existing state laws and approval of the Board, such courses of study, textbooks, and other materials as are best suited for use in the schools.
- 19) Schedules time each week for seeing persons desiring to discuss matters pertaining to the school system, with or without an appointment.
- 20) Keeps informed of educational progress throughout the nation, and also of the best practices in school business operations; to this end, is expected to visit other systems of schools of recognized standing, to keep in close contact with educational organizations through attendance at state and national meetings, and attend state conferences.
- 21) Is entitled to reimbursement for expenses incurred in authorized travel necessary to fulfill his/her duties and responsibilities.
- 22) Recommends the number and types of positions required to provide proper personnel for the operation of a positive education program.
- 23) Conducts an annual evaluation of staff members.
- 24) Prepares the annual School District budget based on public schools' recommendations for review and approval by the local School Board and the State Public Education Department. Tells each school principal the approximate money that may be available for his/her school and provides a school budget template to use in making school budget recommendations.
- 25) Prepares for execution on approved forms, contracts for all personnel for final approval by the Board. The Board delegates the authority to the Superintendent to sign teacher contracts.

- 26) Performs other duties as required by law, the department of local School Board.

Terms of Employment

The Superintendent of Schools shall be elected for a term designated by the Board of Education, not to exceed two (2) years. Such period may be extended by the Board at any time during the term covered by the contract, provided the extended term does not exceed two (2) years. The Superintendent's term of office shall begin on July 1, and end on June 30, twelve months a year as defined by the contract. Salary shall be arranged with the Board.

## SCHOOL SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

Recruitment

When an opening in the Superintendency occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of the Superintendent.

The Board shall solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in New Mexico and in neighboring states with other educational placement agencies at its discretion. Applications for the Superintendency shall be screened and those candidates who appear to be most promising shall be interviewed. The Board may, at its option, utilize the services of the retiring Superintendent or of an outside consultant in both recruiting and interviewing candidates for the Superintendency.

Appointment

The Board realizes that to attract able persons to the Superintendency they shall make the rewards of the position commensurate with its challenges. The Board further realizes that it is increasingly important to free the Superintendent from the pressures of groups in the community by ensuring his/her security from the threat of sudden and unjustified dismissal.

The Board, upon the selection of a candidate or upon reappointment of the incumbent Superintendent, shall endeavor to secure the dignity of position and freedom of leadership appropriate to the responsibilities of the Superintendent through an explicit contractual agreement. Such contract shall meet the requirements of New Mexico law and the regulations of the State Board of Education and shall protect the rights of both the Board and the Superintendent.

SUPERINTENDENT: CONTRACT

The Board may employ by contract a Superintendent for a term not to exceed two (2) years. All twelve-month contracts with the Superintendent shall begin on July 1 of the year beginning the contract and end on June 30 of the year terminating the contract.

The Superintendent shall render the required days of service under a twelve-month contract.

A contract of employment with this District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract.

SCHOOL SUPERINTENDENT: PROFESSIONAL DEVELOPMENT

The Superintendent shall keep himself/herself informed of modern educational thought and practices by study, by visiting other school systems, attending educational conferences, and by any other means deemed appropriate.

## SUPERINTENDENT: EVALUATION

The Board shall have an evaluation system that provides periodic written evaluations of the Superintendent at annual or more frequent intervals. Such evaluations shall be considered by the Board prior to any decision not to renew the Superintendent's contract.

Criteria

In addition to the legally required evaluation, the Board shall also make a written evaluation of the Superintendent at annual or more frequent intervals. The evaluation shall be based on the written criteria contained in the policy statement of the Superintendent's duties. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in executive session.

Objectives

In the evaluation, the Board shall strive to accomplish the following objectives:

- 1) Clarify the Superintendent's role as seen by the Board.
- 2) Clarify the role of the Superintendent in light of the Board's written criteria.
- 3) Develop a harmonious working relationship between the Board and the Superintendent.
- 4) Provide administrative leadership of excellence for the District.

## SUPERINTENDENT:       DISMISSAL

Grounds for Dismissal

The Superintendent may be dismissed for good cause before the completion of the term fixed in the contract, in accordance with state law. NMSA 1978 Section 22-10A-27. In the event of any inconsistency or conflict between the statutory provisions on discharge of licensed personnel and the policy, the statutory provisions shall control.

Notice

Before the Superintendent is dismissed, the Superintendent shall be given reasonable notice in writing of the proposed action and the grounds, set out in sufficient detail to fairly enable him/her to show any error that may exist. The Superintendent shall be advised of the names of adverse witnesses and the nature of their testimony.

Hearing

If, upon written notification, the Superintendent desires to be heard and contest the proposed action of the Board, the Superintendent shall give the Board written notice. The hearing shall be set on a date that affords the Superintendent reasonable time to prepare an adequate defense.

The Board may conduct the hearing in open session or in closed session unless the Superintendent requests a public hearing, in which case the hearing shall be open to the public.

At the hearing before the Board, the Superintendent may employ counsel. The Superintendent also has the right to hear the evidence upon which the charges are based, to cross-examine all adverse witnesses, and to present evidence of innocence or extenuating circumstances. Prior to dismissal, the Board shall determine the existence of the good cause for termination. Such determination shall be based solely on the evidence presented in the hearing.

Suspension

The Superintendent may be suspended with pay pending the outcome of the dismissal hearing.



Appeals

Any appeal from the Board's decision shall be in accordance with state law and State Board regulations.

SUPERINTENDENT: NON-RENEWAL

Regular Status

The Board, after considering the Superintendent's evaluation, may choose not to renew the Superintendent's contract at the end of the contract period.

Reasons

The Board shall give a written statement reasons for non-renewal of the Superintendent's contract, on request of the Superintendent.

Notice

If a majority of the Board determines that the Superintendent's contract should be considered for non-renewal, it must give the Superintendent written notice of the proposed non-renewal on or before the end of the employment term fixed in the contract.

SCHOOL SUPERINTENDENT: RESIGNATION

Resignation

The Superintendent may relinquish the position and leave the employment of the District at the end of any school year without penalty, provided a written resignation is submitted to the Board prior to the first day of June of the school year in which resignation takes place. A prepaid certified or registered letter of resignation is considered submitted upon mailing.

The Superintendent may resign with the consent of the Board at any time mutually agreeable, upon thirty (30) days notice of intention to resign.

## BOARD-SCHOOL SUPERINTENDENT RELATIONS

It is agreed by authorities in the field of education that the legislation of policies is the most important function of a School Board, and that the execution of the policies should then be the function of the Superintendent. Delegation by the Board of its executive powers provides freedom for the Superintendent to manage the schools within established policies. The Superintendent should then be held responsible by the Board for results.

- A) The Board shall require the Superintendent to maintain an instructional program to extend from the kindergarten level through the twelfth grade which will be broad and varied enough to meet the educational needs of all educable students as defined by state law and as being the responsibility of the District.
- B) The Board shall require of the Superintendent a program of special education for exceptional children as is generally provided for and in accordance with policies and plans of the Department of Education in consonance with the needs of the students of the District.
- C) The Board shall hold its chief administrative and executive officer, the Superintendent, responsible for the efficient administration and supervision of the entire School System.
- D) The Board, in cooperation with the Superintendent, shall develop an organization chart which assigns responsibilities to the Superintendent and staff in definite, but broad, general terms.
- E) The Board, in cooperation with the Superintendent, shall appraise and evaluate the results of the educational process.

## ADMINISTRATIVE PERSONNEL

The Board will provide adequate auxiliary administrative personnel to assist the Superintendent. The Superintendent will recommend the positions to be created and individuals to be considered for assignment or employment.

All administrative and supervisory positions in the School System are established by the Superintendent.

The Board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Superintendent will maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

The major objectives of administration are the support and nurture of the instructional program. The administrative staff is divided into two major categories: the Central Administrative Staff and the School Administrative Staff. Central Administration is responsible for the development and support of the overall school program. The School Administrative Staff is responsible for the supervision and maintenance of the program with respective schools.

## EMPLOYMENT CONTRACTS: DURATION

All employment contracts between local school boards and certified school personnel and between governing authorities of state agencies and certified school instructors shall be in writing on forms approved by the State Board. These forms shall contain and specify the term of service, the salary to be paid, the method of payment, the causes for termination of the contract, and other provisions required by the regulations of the State Board.

All employment contracts between local school boards and certified school personnel and between governing authorities of state agencies and certified school instructors shall be for a period of one school year except:

- 1) contracts for less than one school year are permitted to fill personnel vacancies which occur during the school year;
- 2) contracts for the remainder of a school year are permitted to staff programs when the availability of funds for the programs is not known until after the beginning of the school year;
- 3) contracts for less than one school year are permitted to staff summer school programs and to staff federally funded programs in which the federally approved programs are specified to be conducted for less than one school year;
- 4) contracts not to exceed three years are permitted for certified school administrators in public schools who are engaged in administrative functions for more than one-half of their employment time; and,
- 5) contracts not to exceed three years are permitted at the discretion of the local school board for certified school instructors in public schools who have been employed in the School District for three consecutive school years.

Persons employed under contracts for periods of less than one school year as provided in Paragraphs 1 and 2 above, shall be accorded all the duties, rights, and privileges of the. School Personnel Act, consisting of Section 22-10A-1 through 22-10A-39 by L. 2003. Ch. 153 eff. April 4, 2003.

In determination of eligibility for unemployment compensation rights and benefits for certified school instructors where those rights and benefits are claimed to arise from the employment relationship between governing authorities of state agencies or local school boards and certified school instructors, that period of a year not covered by a school year shall not be considered an unemployment period.

Except as provided in Section 22-10A-22 NMSA 1978, a person employed by contract pursuant to this section has no legitimate objective expectancy of re-employment, and no contract entered into pursuant to this section shall be construed as an implied promise of continued employment pursuant to a subsequent contract.

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Legal Reference: 22-10A-21 NMSA 1978

## SALARY SCHEDULE

Salary

Certified School Personnel. All certified school personnel shall be paid at least once a month during a twelve-month period although services may be performed during a period less than the twelve months.

Salary Schedule

The Superintendent is responsible for fixing the salaries of all employees of the School District.

Prior to the beginning of each school year, the Superintendent shall file with the State Public Education Department, the School District salary system, which salary system shall incorporate any salary increases or compensation measures specifically mandated by the legislature. Salaries for teachers and school administrators shall be aligned with the licensure framework provided for in the School Personnel Act.

The Superintendent shall not reduce the School District salary system established pursuant to the foregoing paragraph without the prior written approval of the State Superintendent.

Principal and assistant principal personnel will be compensated on a salary schedule which will include at least the following factors:

- A) A minimum base sum according to assignment.
- B) A monthly base sum according to assignment.
- C) A training increment factor as follows:
  - 1) BA
  - 2) BA + 15
  - 3) BA + 45/MA
  - 4) MA + 15
  - 5) MA + 45/Ph.D.
- D) Assignment categories with a graduated base sum established according to the level of responsibility.



- 1) Elementary School Principal  
Assistant Junior High School Principal
- 2) Junior High School Principal  
Assistant High School Principal
- 3) Freshman School Principal  
Freshman School Assistant Principal
- 4) High School Principal

Any salary adjustment will be computed on the base sum with the training increment and monthly factor added.

Central Office Administrative Personnel will be compensated at a rate commensurate with responsibility, experience, and ability.

#### Salary Increments

Increments for experience may be granted upon the satisfactory completion of a year's work.

The Superintendent may, at his/her discretion, grant individual salary increments.

The Superintendent may, withhold an annual salary increment or pay increase when there is a question concerning satisfactory work performance.

The Superintendent, will ensure that the individual concerned has been counseled with and given the opportunity to correct the deficiency or deficiencies and the areas of unsatisfactory work performance identified, discussed and documented. The procedures prescribed by the State Board of Education pertaining to supervision and correction of unsatisfactory work performance will be followed.

The Superintendent will report to the Board decisions regarding increments on an annual basis.

## ADMINISTRATORS' RESPONSIBILITIES

### Administrative Staff Member

Shares in the development, application and interpretation of school and administrative policies.

### Accessibility

Is available at all times, when possible, to the staff, students, and public.

### Budget

Is knowledgeable with the plan and objectives of the school budget; especially in the area of resources, tax rates, salaries and planned expenditures. Provides necessary information by which the school budget is developed.

### Buildings, Equipment and Materials

Is constantly aware of the condition and needs of his/her respective area of responsibility.

### Central Administrative Personnel

Recognizes and utilizes the services and responsibilities of the Central Office organization.

### Citizenship

Takes an active part in school and community affairs and supports the school program and its improvement.

### Communication

Keeps his/her fellow workers, especially those he/she represents and is responsible to, fully informed regarding problems and decisions affecting their areas of responsibility, as well as in-system memos, directives, etc.

Coordination and Cooperation

Coordinates the assignments of all personnel within his/her area of responsibility, and at the same time develops and maintains cooperation by remembering the objectives of the educational process. Each administrative unit is a part of the total School System.

Evaluation

Regularly checks the strength and weakness of his/her area of responsibility, and after analysis, recommends procedures of improvement.

Home-School-Community Relations

Takes an active part in developing a comprehensive and effective public relations program. Is knowledgeable in all the areas of the Schools' program

New Buildings and Remodeling of Old Buildings

Studies and plans how his/her respective buildings can be improved. Ideas for new building should develop out of experience with the present facilities.

Objectives

Does the best job possible for each student who attends his/her particular unit.

Orientation

Gives leadership to all personnel new to one's respective unit, the School System and the community.

Policies

Shares in the initiation and development of the Schools' policies; then accepts the responsibility of interpretation and implementation of those policies and rules adopted by the Schools for all employees.

Professional Leadership

Sets and maintains the standard of professional participation and responsibility commensurate with philosophy and goals adopted by the Schools for all employees.

Responsibility

Accepts entirely the assignment for which he/she is reasonably responsible. Clearly defines and delegates those responsibilities for work to each person in his/her respective area to avoid delay, misunderstanding and overlapping. Accepts responsibility to coordinate plans and ideas which will be most beneficial for the entire School System.

Supervision

Accepts full responsibility for the performance of personnel or whom he/she is responsible and strives to make sure that they meet all standards set by the Schools.

## ADMINISTRATIVE ORGANIZATION PLAN

The following principles shall govern the administrative operation of the District:

- 1) Each school shall be encouraged to utilize the special skills and techniques possessed by the teachers of the school in developing the instruction program.
- 2) The Superintendent shall coordinate the education programs throughout the District.
- 3) Members of the administrative staff shall be informed of their functions and to whom they are responsible.
- 4) Each member of the administrative staff shall have responsibility to only one immediate supervisor for any one function.
- 5) Professional staff members shall be informed of the appropriate appeals procedure in case of disagreement with the person to whom they are responsible.
- 6) Administrative staff members, including principals, shall be evaluated annually by the Superintendent.

## ADMINISTRATIVE RULES AND REGULATIONS

The Superintendent shall specify the required actions and design the detailed guidelines under which the District shall be operated. These detailed guidelines shall constitute the administrative regulations and procedures governing the schools, and they shall be defined in written form. The administrative regulations and procedures must be consistent with the policies of the Board.

The Board shall strive to formulate and adopt administrative regulations only when specific state laws require Board adoption. The Board may also do so when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reactions.

## EMPLOYMENT CONDITIONS

### Recruitment

It is the intention of the Board to fill administrative vacancies with the best qualified persons available. Administrative applicants will be considered by the Superintendent.

### Hiring

Administrative applicants may be interviewed by the Superintendent and/or his/her designee. The successful applicant will be offered a contract. A probationary period may be stipulated.

### Assignments

All administrative assignments will be made by the Superintendent.

### Orientation

The Superintendent will be responsible for the orientation of administrative personnel.

### Probation

A probationary period may be stipulated at the time of assignment or employment.

### Supervision

The supervision of administrative personnel will be the responsibility of the Superintendent and his/her designated representatives.

### Evaluation

The performance of the Assistant Superintendents, Director of Finance, and Principals shall be evaluated by the Superintendent. The Superintendent or his/her designee shall evaluate the performance of directors and coordinators. The principal of each building shall evaluate the performance of assistant principals.

Promotion

Any recommended administrative promotion must be approved by the Superintendent prior to final assignment in the new position. The Superintendent may reject any recommended promotion.

Tenure

An administrator does not have tenure status in the School System.

Transfer

An administrator is subject to transfer to any assignment for which he/she qualifies. Such transfers will be made by the Superintendent .

Separation

An administrator may be separated from service with the School System by the Superintendent. Procedures as outlined by the State Board of Education regulations will be followed.

Resignation

An administrator may resign an administrative position by providing the Superintendent with a written notice of at least thirty (30) days of his/her intention to resign. Failure to do so may be cause for the withholding of one-twelfth of the contract salary, and also the filing of a complaint with the State Board of Education.

Retirement

Administrative personnel may retire from the School System at the point in time which educational retirement benefits become available.



## WORKING CONDITIONS

An Administrator normally will be covered by the same working conditions as the remainder of the certified staff.

### Physical Test or Examination

The School District shall have the discretion to require a physical test or examination consistent with business necessity so long as related to the essential job functions of the position and so long as all conditions or job category are tested or examined. (See GABA)

### Pre-Employment Review

All employees new to the District shall successfully complete a background check based on finger printing as defined by Law.

### Schedule

The Administrators will meet the time schedule for the school day as stipulated by the Superintendent. The Administrators will be made aware of the time schedule at the time they are assigned to their position.

### Work Load

The work load of an Administrator will be commensurate with assignment and job description. The Board will hold the Superintendent responsible for effective distribution of the administrative work load.

### Travel Expenses

The District will reimburse Administrators for expenses incurred for travel in connection with school business. Such travel will be with prior approval of the Superintendent and reimbursement will not exceed established state per-diem and mileage rate.

ADOPTED: 05-19-87

AMENDED: 09-15-98; 10-19-04

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CGDA

### NON-SCHOOL EMPLOYMENT

Should an Administrator contract for or perform, any other employment or services which will result in absence from duty required under the contract, the Superintendent may initiate a termination or discharge procedure as provided by law, and file a written complaint as to the administrator's license with the State Public Education Department.

ADOPTED: 05-19-87

AMENDED: 10-19-04

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## PROFESSIONAL LEAVES AND ABSENCES

Request for absence (other than sick leave) must be made on a prescribed form to the Assistant Superintendent for Personnel, who will forward it with his/her endorsement to the Superintendent.

After an Administrator has received a fourth Hobbs Schools contract, it is possible to request a "Board of Education Approved Leave of Absence" for the following: (i) to further academic background, and (ii) extended illness. The length of time will be for one year, unless absence begins at mid-term, then the leave may be extended through the following full school term. Any leave will be without pay and re-employment will be contingent upon a vacancy.

Upon returning to the School System, the status of the individual will remain the same as it was at the time the leave was granted. This involves: (i) sick leave, (ii) insurance, if premiums were paid during the leave, and (iii) social security.

When an Administrator is on leave to attend school, an additional year's experience will be granted on the salary schedule upon successful completion of courses, evidenced by an official transcript.

The procedure for making the request is:

- A. Written request by the Administrator to the Superintendent.
- B. Recommendation by the Superintendent to the Board on the basis of:
  1. Service rendered to the School System.
  2. Reports submitted by the Assistant Superintendent for Personnel attesting the efficiency of the staff member and how deserving the individual is of consideration with the Assistant Superintendent for Personnel's endorsement.
  3. Years in the School System.

In case of extended illness and when the Administrator is unable to make the request, the Superintendent may make it on behalf of the Administrator.

Conferences and Visitations

The Board encourages the administrative staff to attend and participate in conferences and make visits to other educational institutions when such conferences and visits can be of benefit to the School System.

- A. Leave is available for those representing the School System in conferences and visitations.
- B. Leave shall be subject to approval by the Superintendent.
- C. Leave involving out-of-state travel shall be submitted at least thirty (30) days prior to effective date of request.
- D. After leave is approved, the Administrator is entitled to the benefits of travel and per diem reimbursement as provided by the District.
- E. Absence due to approved school business assignments will not be subject to salary deduction.

## PERSONAL LEAVES AND ABSENCES

The administrative staff is entitled to the same personal leaves and absences as the remainder of the certificated staff.

### Personal Business Leave

Personal business leave is available for administrators with the following stipulations:

- A. For those administrators who are not entitled to annual vacation.
- B. For a maximum of three (3) days during any one school year. Days not used will not become accumulative.
- C. The administrator will pay the cost of any substitute during such absence. Days absent for personal business will not be deducted from sick leave.
- D. Leave will be granted only after assurance that the particular business can be conducted only on a school day and is necessary to the welfare of the administrator.
- E. Leave shall be approved by the Superintendent and/or his/her designee after receiving the recommendations of the respective supervisor.
- F. Personal absence beyond the maximum allowable of three days or non-approved personal absence will result in a salary deduction on a pro-rata basis according to the number of days contained in the contract.

### Illness

Each employee is responsible for reporting days for which he/she is entitled to sick leave on his/her absence summary card.

Administrators are allowed annual sick leave cumulative to one hundred eighty (180) working days, without deduction in salary, for the following reasons: (i) personal illness of the administrator, (ii) serious illness in the immediate family, and (iii) death in the immediate family. The "immediate family" is defined as: the teacher and spouse, their children, brothers, sisters, parents, grandparents, and grandchildren.

The number of administrator's sick leave days allocated yearly is based on the length of the contract.

10 months	--	10 days
11 months	--	11 days
12 months	--	12 days

Administrators who use all their sick leave will re-earn cumulative leave at the designated yearly allocation.

Disposition of additional absence and/or interpretation of the sick leave clause or statements shall be left to the discretion of the Board.

Absence which goes beyond the regular sick leave will be subject to a salary deduction on a pro-rata basis for each day missed upon the total number of days specified in the contract.

If the administrator is absent for three (3) or more consecutive workdays or a pattern of absences is observed which indicates abuse of sick leave, the Superintendent may require a report from a licensed physician as to the administrator's condition, or seek an independent examination by a physician selected by the Superintendent.

Election Official, Jury Duty and Short Duration Military Duty

Administrators who are requested to serve as an election official or juror or who are ordered to participate in a short duration military duty will be paid the difference between the regular salary and the remuneration received from the duty performed, excluding travel pay.

Death of a Close Relative

Absence due to the death of a close relative of the administrator other than the immediate family as identified in the sick leave policy, must be approved in advance by the Superintendent. Salary deduction will be the cost of a substitute. Details as to the close relationship must be included in the request.

## COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS

Employees who are employed for two hundred forty (240) or more days of a calendar year shall be granted annual vacations with pay in accordance with the following schedule:

1. Employees with six to twelve months of service shall be given five (5) vacation days.
2. Employees with one to ten calendar years of service shall receive ten (10) vacation days.
3. Employees with eleven to fifteen calendar years of service shall receive fifteen (15) vacation days.
4. Employees with sixteen to twenty calendar years of service shall receive twenty (20) vacation days.

Accumulation

Vacation days carried over from the year in which they accrue must be used no later than the end of the following calendar year.

Accumulated vacation time may be used for extensive travel or study if approved by the Superintendent. The intent to allow vacation time to accrue for the foregoing reasons shall be submitted to the Superintendent and approved by the Board prior to the time of the beginning of vacation accrual.

Except with individual approval by the Superintendent, vacations shall be taken between June 1 and August 30 of the current school year.

Duty Days

The principal/administrator is entitled to school holidays identified in the annual school calendar as approved by the Superintendent.

The total number of duty days per year will be as specified by the work calendar as designated by the Superintendent.

Central Office Administrators shall observe those holidays which are designated by the Superintendent.



## ADMINISTRATIVE INTERN PROGRAM

An administrative intern program may be established at the discretion of the Superintendent. The Superintendent will advise the Board of those participating in the intern program annually.

## CONSULTANTS

The administrative staff of the School System will encourage the use of professional consultants from the State Department of Education, colleges, universities and other resource persons, when such consultative services will be helpful in the improvement of the overall School program. All consultants will be approved by the Superintendent prior to the invitation and arrangement for visitations by such person or persons to the School System.

## ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish permanent and temporary councils, cabinets, and committees which he/she deems necessary for proper administration of Board policies and for the improvement of the total educational program. All cabinets, councils, and committees created by the Superintendent shall be for the purpose of obtaining the professional advice and counsel of the personnel of the District.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent or his/her designated representative, and shall be changed at his/her discretion.

## POLICY IMPLEMENTATION

The Board shall reserve to itself the function of providing guides for the action of those to whom it delegates authority. These guides shall constitute the policies governing the operation of the School System.

### Administrative Rules

The Board shall delegate to the Superintendent the functions of specifying required actions and designing the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements shall constitute the administrative regulations governing the Schools. The Board shall review and adopt administrative regulations.

### Rules Drafting

The Board shall delegate to the Superintendent the formulation of administrative rules and regulations designed to carry out the policies of said Board. These rules and detailed arrangements shall constitute the administrative rules and regulations governing the Schools when adopted by the Board.

### Staff Involvement

In the development of policies affecting personnel, the Board may seek the judgment and counsel of appropriate personnel before adopting such policies.

Members of organizations of the staff may initiate consideration of policies which will be processed through regular administrative channels and, whenever appropriate, will be considered and acted upon by the Board.

The central administrative staff and the Board will work cooperatively with individuals and with professional organizations to improve the teaching and learning environment.

The intent and spirit of these provisions are to gain the most complete and reliable information on which to base decisions and to provide for interaction by way of regular administrative channels.

Community Involvement

The community can and should be involved in contributing to effective administrative rules. Such contributions will be encouraged by the administrative staff through appropriate existing committees and agencies.

Student Involvement

Students can and should be involved in contributing to effective administrative rules. Such contributions will be encouraged by the administrative staff through appropriate existing student organizations.

Rules Adoption

The adoption of rules may be made:

- A. By action of the Superintendent.
- B. By action of the Administrative Council.
- C. By action of the Board.

In each instance, the Superintendent will recommend rules adoption.

Rules Dissemination

The Superintendent will be responsible for the effective dissemination of administrative rules.

Rules Review

Written rules shall be reviewed regularly.

ADMINISTRATION IN POLICY ABSENCE

In situations where action must be taken within the School District where the Board has provided no policy for administrative action, the Superintendent shall have the power to act, but any decision shall be subject to review by the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

## RECORDS

Administrative records of the School System will be maintained in the Central Administration Office, coordinators' offices, and each principal's office.

### Types

Administrative records will generally be maintained as follows:

- A. Administrative personnel files
- B. Action of the Administrative Council
- C. Action of school-wide committees
- D. Applications for administrative positions
- E. Administrative schedules
- F. Memoranda pertaining to administrative rules and regulations
- G. Administrative job descriptions
- H. Organization charts
- I. Each administrator will maintain accurate records pertaining to all areas of responsibility

### Public Use

Permission for the use of administrative records by the public must be given by the Superintendent.

### Disposition

The Superintendent will be responsible for determining which records should be discontinued and which should be retained. All regulatory agencies will be considered in determining which records to keep.

## REPORTS

The Board shall require reports from its administrators concerning needs of the Schools and evaluation of program and curriculum. The Board shall appraise the effectiveness with which the Schools are achieving stated goals and direct the Superintendent, when required, to effect a change.

### Types

Reports to the Board will normally fall in one of the following categories:

- A. Progress reports on special projects
- B. Conditions and standings of the instructional program
- C. Financial reports
- D. Routine monthly reports

### Dissemination

Reports of interest to the public will be distributed through news media.

Reports of value and interest only within the School System will be disseminated within the School System. Reports will be drawn up in an acceptable manner and designed for easy use and understanding. Copies of reports will be presented to the Board prior to public release.



## SCHOOL BOARD POLICY DEVELOPMENT

Policy Review

The Board shall review the policies it has formulated at least once annually. It shall evaluate how the policies have been executed by the school staff and shall weigh the results.

The Board shall strive to keep its policies up-to-date. To achieve this end, it directs the Superintendent to call to its attention policies that are in need of revision.