

ADMINISTRATION GOALS/PRIORITY OBJECTIVES

The major responsibility of the school administration in this district is to provide leadership directed toward the implementation, facilitation, and improvement of the District's instructional program. The administration must strive to create an environment which encourages the cooperative efforts needed to support District philosophies and accomplish District goals and objectives.

Administrators should be effective decision makers who give consideration to the input of others when appropriate. They should facilitate the participation of appropriate persons and groups (parents, community persons, superiors, subordinates and peers) in the school improvement process on matters within the scope of their responsibility, expertise, and desire to be involved.

Administration Goals:

The purpose of school administration is to help create and foster an environment in which students may learn effectively. All administrative duties and functions should be appraised in terms of the contribution they make to better instruction and to increase student motivation and achievement.

The Board will rely on its chief executive officer, the Superintendent of Schools, to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization will be such that all departments of the district and all schools are part of a single system subject to the policies of the Board and implemented through a single chief administrator, the Superintendent.

The administrators and supervisors are expected to administer their units in accordance with board policies and administrative regulations. However, the mere execution of directives cannot and should not, by itself, be construed as good administration. Vision, initiative, resourcefulness, and leadership are essential in effective administration of schools.

Within the scope of each administrator's responsibility, the administrator:

- ... facilitates the development of an environment which fosters student learning
- ... understands his/her responsibilities and authorities and organizes and manages to meet the responsibilities
- ... is knowledgeable about current trends in education, and available resources
- ... is knowledgeable regarding effective teaching techniques and methodologies
- ... acts in accordance with Board policies
- ... delegates authority and responsibility when appropriate
- ... contributes as a member of the administrative team and supports team decisions

- ... supervises and evaluates the performance of personnel and programs using appropriate District policies and procedures
- ... encourages professional growth opportunities for staff and provides for them
- ... treats others fairly, consistently, and honestly
- ... maintains positive community/school relations
- ... facilitates the development and implementation of district, building or program goals, provides appropriate resources, monitors progress toward reaching goals, and evaluates goal accomplishment
- ... develops and administers budget
- ... manages fiscal resources to support the school(s) and its programs
- ... ensures the proper operation and maintenance of facilities, vehicles, equipment, and services
- ... assumes responsibility for personnel decisions and recommendations
- ... serves as an advocate for assigned staff, programs, and students
- ... accepts accountability for his/her area of responsibility, including teacher performance and student achievement
- ... demonstrates effective leadership and positive relationships with students individually and in groups
- ... is flexible in administrative style
- ... participates in professional growth activities
- ... demonstrates effective interpersonal skills
- ... demonstrates respect for the dignity and worth of students, staff, parents, community members, and other administrators
- ... demonstrates professional, ethical behavior.

Adopted: 10/08/84

Revised: 5/10/10

SCHOOL SUPERINTENDENT

It will be the policy of the board that:

The board delegates its executive powers to the superintendent so that he/she has the necessary flexibility to manage the school system according to the provisions of law and the board's policies and decisions. The board reserves to itself the ultimate decision on all matters concerning policy and expenditure of funds.

The superintendent shall be the chief executive officer of the board and the administrative head of the entire school district.

The appointment of the superintendent shall be the responsibility of the board. The board will generally consider the superintendent's employment in January for the coming year.

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

TITLE: Superintendent of Schools

QUALIFICATIONS: Must possess qualifications in education, training, and experience that meet the certification requirements established in statute, by the Professional Teaching Standards Board and any other qualifications found necessary and appropriate by the Board of Trustees.

REPORTS TO: Board of Trustees

SUPERVISES: All District Personnel

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our District may be provided with a complete, valuable, meaningful, and personally rewarding education

Further, to oversee and administer the use of all District facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education

PERFORMANCE RESPONSIBILITIES:

1. Appreciates the worth and dignity of each individual and treats each one with respect and tolerance.
2. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
3. Secures and nominates for employment the best qualified and most competent personnel.
4. Recommends the number and types of positions required and assigns and defines the duties of all personnel, subject to the approval of the Board.

5. Recommends policies on organization, finance, instruction, school plant, and all other functions of the school program.
6. Maintains open communications for staff, students, and support services within the District and throughout the community.
7. Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.
8. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
9. Informs and advises the Board about the programs, practices, and problems of the schools and keeps the Board informed of the activities operating under the Board's authority.
10. Supervises the preparation of the annual budget and recommends it to the Board for approval.
11. Attends and participates in all meetings of the Board except those meetings which are concerned with the Superintendent's employment.
12. Conducts a continuous evaluation of the progress and the needs of the schools and keeps the public informed.
13. Keeps informed of modern educational concepts and practices by advanced study, by visiting school systems elsewhere, by attending education conferences, and by other appropriate means, and keeps the Board informed of trends in education.
14. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the District's schools.
15. Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis.
16. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
17. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites, the location and size of new buildings on school sites, the plans for new school buildings, all appropriations for sites and buildings, and improvements, alterations, and changes in the buildings and equipment of the District.
18. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.

19. Maintains adequate records for the schools including a system of financial accounts, business and property records, and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of record, and other papers belonging to the Board.
20. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
21. Demonstrates a leadership role in community affairs and organizations.
22. Promotes a program of effective public relations in dealing with personnel and the community.
23. Visits schools on a regular basis.
24. Acts as the District Compliance Officer.
25. Maintains memberships in service clubs at Board expense -- membership to be mutually agreed upon between the Superintendent and the Board.
26. Follows District policies and procedures.
27. Performs such other duties as may be assigned by the Board of Trustees.

TERMS OF EMPLOYMENT: Full-time -- eight (8) hours per day, twelve (12) months per year (with provisions for vacation time as outlined in the Superintendent's contract) at a salary to be determined by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of the Superintendent.

Adopted: 10/08/84
Revised: 10/12/87
Revised: 11/08/93
Revised: 01/12/98
Revised: 05/10/10

RECRUITMENT OF THE SUPERINTENDENT

When a vacancy occurs in the superintendency, the Board will initiate a recruitment and appointment process. The Board may use the services of a consultant to assist in the recruitment process and in screening candidates to be interviewed by the Board. The final selection will be made by the Board.

Adopted: 05/10/10

SUPERINTENDENT'S CONTRACT

Platte County School District #2 seeks to employ as Superintendent only those persons who have an educational background or who have experience in Educational Leadership. Any person serving as Superintendent in Platte County School District #2 will be required to have such training or background to be considered for employment.

Re-election of the Superintendent shall be a regular item of business at the February Board meeting. Salary may be set at a later date as determined by the Board.

In addition to his salary, the Superintendent shall be authorized to collect mileage and reimbursement for valid expenses required in the performance of his job. He shall also be allowed expenses for professional books and magazines.

The terms of the contract will provide for 240 days annual employment (July 1 - June 30) with 20 days vacation per year, which may be accrued to 30 days. Any days above 30 as of June 30 of each year will be forfeited and will be at no cost to the district.

A multiple year contract (3 years maximum) is permissible at the Board's discretion. Sick leave for the Superintendent will be 12 days per year accumulated to 90 days.

The Superintendent will be provided a term life insurance policy in an amount stipulated by the Board. The district will also pay an agreed upon cost of health and medical insurance plan and the administrator's share of state retirement. Fringe benefits provided the Superintendent may exceed the stipulations of this policy at the discretion of the Board. Such benefits or stipulations are to be noted on the Superintendent's employment contract.

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Revised: 10/12/87
Revised: 03/26/90
Revised: 06/18/01
Revised: 05/08/06
Revised: 05/10/10
Revised: 11/12/12

EVALUATION OF THE SUPERINTENDENT

The Board shall strive to accomplish the following through evaluation of the Superintendent.

- (1) Clarify for the Superintendent his role in the school system as seen by the Board;
- (2) Clarify for all Board members the role of the Superintendent in light of his job description and the immediate priorities among his responsibilities as agreed upon by the Board and the Superintendent;
- (3) Develop harmonious working relationships between the Board and the Superintendent;
- (4) Provide administrative leadership for excellence of the school system.

The Board and Superintendent shall periodically develop a set of performance objectives based on the needs of the school system. The superintendent's performance shall generally be reviewed on an annual basis in June of each year in accordance with those specified goals. Additionally, objectives may be established at intervals agreed upon with the Superintendent.

The Superintendent may be present at executive sessions in which his performance is being evaluated although he may be requested to absent himself from any portion of the meeting during which his appointment or salary is under consideration.

The evaluation of the Superintendent shall not be a contractual obligation of the school district and shall not be a condition for renewal or non-renewal of the contract of employment of a Superintendent.

Adopted: 10/08/84

Revised: 05/10/10

SUPERINTENDENT'S TERMINATION OF EMPLOYMENT

The Superintendent's contract may be terminated at any time by mutual consent of the Board and the Superintendent. The Superintendent's contract shall automatically expire upon the expiration date provided for in the contract. The Board of Trustees shall have no obligation to renew the Superintendent's contract and may elect to not renew the contract for any reason. The Board shall have no obligation to give the Superintendent a list of reasons or a hearing in the event they should elect to not renew his contract.

The Board will not terminate the Superintendent's contract or dismiss the contract prior to the expiration date of his contract without good cause and after an opportunity for the Superintendent to have a full due process hearing on the issue of whether there is cause for dismissal from the contract.

LINE AND STAFF RELATIONS

All personnel employed by the Board shall be responsible to the Board through the Superintendent. The Board desires the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the School District.

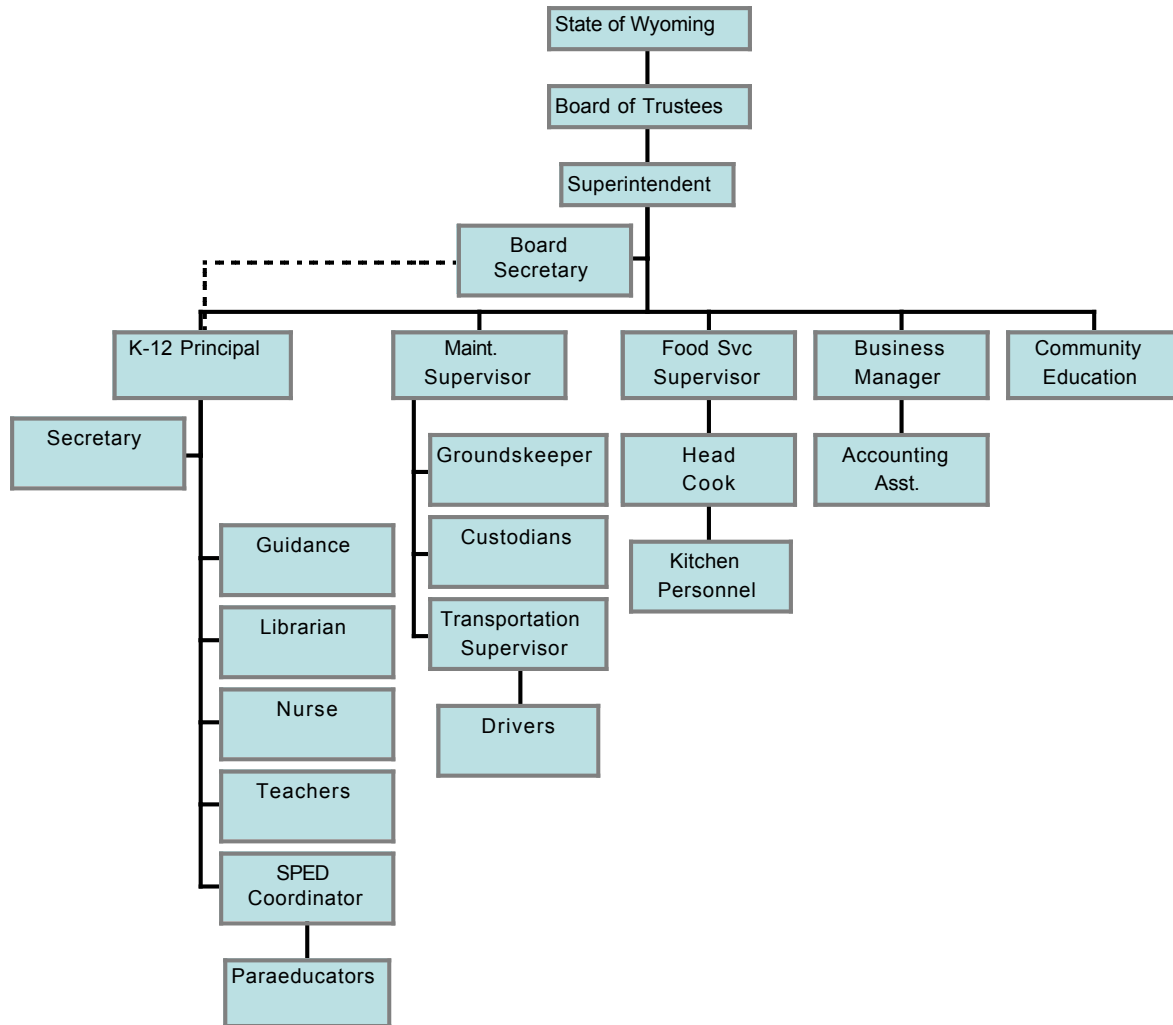
Lines of responsibility and authority should not restrict in any way the cooperative working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the District's programs and operations, the lines represent avenues for a two-way flow of ideas.

(see CCB-E for organizational chart)

Adopted: 10/08/84

Revised: 05/10/10

Platte County School District #2 Organizational Chart



* Note: Principals have jurisdiction over any classified staff member that works within their building.

- APPROVED: 10/8/84
- REVISED: 10/12/92
- REVISED: 02/14/94
- REVISED: 01/12/98
- REVISED: 05/10/10

EVALUATION OF ADMINISTRATORS OTHER THAN SUPERINTENDENT

Each year prior to March 15, the superintendent shall have on file an evaluation for each administrator in the district other than the superintendent. The superintendent shall complete the evaluation with input from immediate supervisors.

The superintendent or other administrative supervisor will conduct an annual goals-planning conference with each administrator at the beginning of each evaluation cycle. Additional informative conferences should be conducted with each administrator prior to completion of the summative evaluation.

The administrator evaluation and superintendent's recommendation shall not constitute a contractual obligation by the school district. The board of trustees remains as the final authority in approving the contractual employment of each administrator. Prior to taking action on administrator's contract, the board shall consider the recommendation of the superintendent. The board, however, shall be under no obligation to renew an administrator's contract and may elect to not renew an administrator's contract regardless of the evaluation of the administrator and without any obligation to give the administrator reasons for the decision not to renew the contract or a hearing and opportunity to respond.

**Principal and other Administrators
Performance Evaluation**

**PLATTE COUNTY SCHOOL DISTRICT #2
POLICY CFB-E**

**ADOPTED
9/12/11**

Performance Evaluation Handbook

In Platte County School District #2 the primary goal of supervision is to improve the educational process while the goal of evaluation is to improve educational performance. The superintendent is responsible for the implementation of this process in his/her schools.

Principals, assistant principals, and directors will be evaluated annually. The evaluation is comprised of an orientation conference; a technology survey; supporting data/input which will include student performance data; informal observations; evidence toward rubric performance criteria; work samples; student, parent, and staff feedback; input from other job specific data; at least one out-service professional development activity per three-year cycle; one summative report/conference; and a professional growth commitment.

A plan of improvement may be drafted to help the staff member make improvements in teaching.

1. Evaluation Process

A. Orientation Conference

- 1) During August in-service all principals, assistant principals, and directors will be involved in this conference in a group setting. During the first year of implementation, all administrative staff will participate in an informational session about the Principal performance evaluation system.
- 2) During this conference the performance evaluation handbook will be discussed.

B. Technology Survey

- 1) Principals will complete a district-developed technology survey to determine individual and staff professional development needs.

C. Out-Service Observations (minimum of one per three-year cycle)

- 1) The purpose of Out-Service Observations is to provide the administrator with an opportunity to see different perspectives on school-level leadership.
- 2) Administrators are required to visit an administrator in a different school district as approved by the evaluator.
- 3) Professional conferences or other types of out-service visits may be substituted with the approval of the evaluator.

D. Evidence from Other Job-Specific Data

- (a) Student, parent, and/or staff feedback (Required). Principals, with the approval of the evaluator, shall prepare forms to gather feedback from students, parents, and staff.
- (b) Both the evaluator and the principal shall provide evidence supporting specific rubric scores.
- (c) All items in the file must have the principal's signature and a date. The signature does not indicate agreement.

E. Every three to five years, supporting data may be removed from the file. Summative reports will remain on file.

F. Summative Components

- 1) Written report
 - (a) The evaluator will complete one summative evaluation report February 1.
 - (b) A copy of the report will be made available to the principal at the summative conference.
 - (c) This report and any accompanying response(s) will be placed in the personnel file in the central office.
 - 2) Conference
 - (a) The conference is designed to review the principal's performance relative to the evaluation criteria.
 - (b) Following the conference, the principal may file a written response to the evaluation report within five (5) working days. Such response(s) shall be attached to the evaluation report.
 - 3) Professional Growth Plan
 - (a) The Professional Growth Plan will be developed cooperatively by the principal and evaluator and submitted to the evaluator no later than five (5) working days before the last day of school. (During the 2011-12 school year, and for all new administrators in subsequent years, this will be submitted by October 15.)
 - (b) The focus of a Professional Growth Plan will be on at least one (1) criterion from the principal performance evaluation instrument as determined in the growth plan conference.
 - (c) Progress toward accomplishment of the Professional Growth Plan will be monitored by the evaluator.
 - 4) A Project Action Plan will be developed, as needed, to serve the long-range strategic plan.
 - (a) This Project Action Plan should be developed cooperatively by the principal and evaluator.
 - (b) This Project Action Plan should be determined no later than September 30.
- G. A conference will be held at the end of the school year and written feedback will be provided.

H. Improvement Plans

An administrator shall be placed on a Plan of Improvement whenever he/she:

- 1) Is rated "Unsatisfactory" on any of the six domains on the Annual Summative Evaluation Form;
- 2) Is rated "Unsatisfactory" on more than three components in multiple domains on the Annual Summative Evaluation Form;
- 3) At any time during the year, is demonstrating unsatisfactory job performance as reflected in one of the six domains;
- 4) Or, is rated "Emerging" in the same domain two years in a row on the Annual Summative Evaluation Form;

The Plan of Improvement shall, at a minimum, identify the domains and components to be improved, the goals to be accomplished, the activities the administrator shall complete to achieve proficiency, a timeline for achieving proficiency within one school year or such shorter time as determined by the District.

Administrators who are recommended for dismissal or nonrenewal may not be placed on a Plan of Improvement.

I. Use of Student Data

- 1) Administrators will meet with the evaluator to determine the multiple measures of student data that will be used in the evaluation. Growth on the Measure of Academic Proficiency (MAP) will be the primary instrument used. Data will be disaggregated and analyzed by SES, minority, special education, etc., when available. The evidence will be provided to the superintendent prior to the summative evaluation.
- 2) Types of data/artifacts that might be used include:
 - (a) **Principals:** NWEA MAP growth targets; PAWS proficiency levels; ACT/PLAN/EXPLORE scores; graduation rates; attendance rates
- 3) The following data will be collected for the purposes of professional growth, instructional changes, student remediation or enrichment decisions, and employee retention/termination decisions:
 - (a) **Administrators:**
 - (i) Professional Growth Plan
 - (ii) Summative Annual evaluation, including scores on rubric, completed prior to February 28.
 - (iii) School-level student assessment results
 - (iv) Principals, with the approval of the evaluator, shall prepare forms to gather feedback from students, parents, and staff.

J. Evaluator training

- 1) For administrators hired after August 2011, the District will ensure newly hired administrators receive training on the Danielson evaluation system during their first 60 days of employment. This will include a review of all district policies on staff evaluation as well as an overview of the administrator evaluation instrument.

Principal THREE-YEAR PROFESSIONAL GROWTH PLAN

Name: _____ Subject/Grade: _____

Years covered in this plan: _____ Date: _____

Performance Area: (check two)

_____ Standard 1: The Vision of Learning

X Standard 2: The Culture of Teaching and Learning (required)

_____ Standard 3: The Management of Learning

_____ Standard 4: Relationships with the Broader Community to Foster Learning:

_____ Standard 5: Integrity, Fairness and Ethics in Learning

_____ Standard 6: The Context of Learning

I. GOAL (general intent)

II. SPECIFIC MEASURABLE BEHAVIOR (What will be done?)

III. PROCEDURES

(How will it be done?)

Timeline

1.

2.

3.

4.

5.

IV. PROGRESS CHECK (how is it going?)

Evaluator Comments:

V. DOCUMENTATION/APPRaisal METHOD FOR FINAL ACCOMPLISHMENT
(How will you know it has been accomplished?)

Evidence:

Standard:

Appraisal Method: The evidence will be compared with the standard to determine the level of accomplishment

Evaluator's Signature

Date

Evaluatee's Signature

Date

EVALUATOR COMMENTS:

EVALUATEE COMMENTS:

Evaluator's Signature

Date

Evaluatee's Signature

Date

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board. Other administrators and supervisors share in this responsibility.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system.

There are many activities that are common to all schools, but procedures for conducting them may vary from school to school. School principals will establish procedures for conducting activities within their individual schools within the larger framework of administrative regulations and Board policies.

Adopted: 10/08/84

Revised: 05/10/10

APPROVAL OF HANDBOOKS

The principal of each school will develop rules and regulations consistent with existing district policy, which are essential to the proper operation of the school. The principal will consult with the superintendent, faculty members, students, and where appropriate, the parents, in the preparation of rules so that the views of those affected by the rules may be obtained.

The resulting rules and regulations shall be a part of a student handbook, which shall be printed and distributed to all students of the school at the beginning of each year.

“The Student Handbook, “ when approved by the Board, shall be the official policy of the district--governing the conduct of students and the operation of that school.

This policy shall not be construed to mean that all student handbooks must be identical or that all schools must be operated in the same way.

Adopted: 10/8/84

Revised: 05/10/10

Code: CL

SCHOOL DISTRICT ANNUAL REPORT

The board shall require reports from the superintendent concerning conditions and needs of the school.

The superintendent shall prepare an annual report informing the citizens of the school district about the accomplishments and activities of the school district and recommendations for improvement in accordance with the Wyoming State Department of Education requirements and timeline.

Adopted: 10/8/84

Revised: 05/10/10

PRINCIPAL'S CONTRACT

Re-election of the Principal shall be a regular item of business at the February Board meeting. Salary may be set at a later date as determined by the Board.

In addition to salary, the Principal shall be authorized to collect mileage and reimbursement for valid expenses required in the performance of the job. He/she shall also be allowed expenses for professional books and magazines as approved by the Superintendent.

The terms of the contract will provide for 20 working days of annual employment beyond the school calendar (10 days before and 10 days after) (August-June). A multiple year contract (two years maximum) is permissible at the Board's discretion. Sick leave for Principals will be the same as provided for teachers.

The Principal will be provided a term life insurance policy in an amount stipulated by the Board. The district will also pay an agreed upon cost of a health and medical insurance plan and the administrator's share of state retirement. Fringe benefits provided the Principal may exceed the stipulations of this policy at the discretion of the Board. Such benefits are to be noted on the Principal's employment contract.

Adopted: 10/12/87
Revised: 05/08/06
Revised: 05/10/10