

# **Piedmont Unified SD**

## **Board Policy**

BP 2000

### **Administration**

#### Concepts And Roles

The Board of Education expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students.

The Superintendent shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide professional advice to the Board and to citizen advisory committees.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

Within the parameters of law, the Board may employ administrative and supervisory personnel to assist in the effective management of the district. All schools and departments shall form a single administrative system organized so that appropriate decision making may take place at various levels in accordance with Board policy and administrative regulations. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall evaluate him/her on how well those expectations have been met. In turn, the Superintendent shall clearly state what is expected of all other administrators and shall evaluate how well those expectations have been met.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

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

(cf. 4315 - Evaluation/Supervision)

#### Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35028 Qualifications for employment  
35031 Term of employment  
35160 Authority of governing boards  
35160.1 Broad authority of school districts  
35161 Powers and duties generally  
41401-41407 Teaching and nonteaching certificated employee ratio

Policy PIEDMONT UNIFIED SCHOOL DISTRICT  
adopted: December 8, 1999 Piedmont, California

# **Piedmont Unified SD**

## **Board Policy**

BP 2100  
**Administration**

Administrative Staff Organization

The Superintendent shall organize the administrative staff in a manner which best enables the district to provide an effective program of instruction.

(cf. 2230 - Representative and Deliberative Groups)

Authority originates with the publicly elected Board of Education. Through the Superintendent, authority and responsibility are delegated to the administrators and staff.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently to accommodate the workload and/or individual capabilities.

Policy PIEDMONT UNIFIED SCHOOL DISTRICT  
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# **Piedmont Unified SD**

## **Board Policy**

BP 2120  
**Administration**

Superintendent Of Schools

The Superintendent is the chief executive officer and educational leader of the district. He/she executes all Board of Education decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices and problems and offers professional advice on items requiring Board action, with appropriate recommendations.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the district. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all district employees. He/she shall oversee all financial operations of the district and seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. The Superintendent shall articulate educational issues and values. He/she shall be accessible to community members and shall work with them to further the district's goals and build a strong, positive community attitude toward the school system.

The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the district's instructional program and overall operation. The Superintendent shall keep the Board informed regarding these areas.

(cf. 2122 - Superintendent of Schools: Responsibilities and Duties)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; liability of agents

17605 Delegation of authority to purchase supplies, equipment and services; limitations

on expenditure

35020 Duties of employees fixed by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of credential requirement

35031 Term of employment (up to four years)

35032 Salary increases

35033 District superintendent for certain unified school districts (on formation of district)

35034 District superintendent of certain unified districts

35035 Additional powers and duties of superintendent

Policy PIEDMONT UNIFIED SCHOOL DISTRICT

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# **Piedmont Unified SD**

## **Board Policy**

BP 2122  
**Administration**

Superintendent Of Schools: Responsibilities And Duties

The Superintendent is expected to work for the fulfillment of district goals and objectives established by the Board of Education. His/her responsibilities and duties shall be specified in contract and further detailed throughout the Board's policies.

The duties of the Superintendent's office shall take precedence over any outside professional activities.

(cf. 2120 - Superintendent of Schools)  
(cf. 2123 - Evaluation of the Superintendent)  
(cf. 9270- Conflict of Interest)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020 Duties of employees set by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of certification requirement

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

GOVERNMENT CODE

89501-89503 Honoraria and gifts

Policy PIEDMONT UNIFIED SCHOOL DISTRICT  
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# **Piedmont Unified SD**

## **Exhibit**

E 2122  
**Administration**

Superintendent Of Schools: Responsibilities And Duties

The Superintendent is the chief executive officer of the school district and is directly responsible to the Board of Education. He/she supervises all district operations in accordance with Board policies and Board direction. Although the Superintendent may delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, he/she is accountable for the execution of these powers and duties.

Responsibilities Related to the Board

The Superintendent:

1. Advises the Board on the need for new and/or revised policies and makes policy recommendations
2. Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions
3. Reports periodically on all district operations
4. Conducts special studies requested by the Board
5. Secures legal opinions when needed
6. Provides advice and leadership to the Board and to the district's chief negotiator during the collective bargaining process
7. As secretary to the Board, prepares the agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, securities and other documents
8. Assists the Board in designing a process for evaluating Superintendent performance based on mutually agreed upon goals and objectives

Responsibilities Related to Personnel

The Superintendent:

1. Coordinates the work of all schools and departments
2. Defines the duties of all personnel and coordinates administrative staff activities
3. Recommends to the Board candidates for employment, in accordance with nondiscrimination policy and affirmative action plans
4. Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of district employees
5. Assigns personnel within the district in accordance with Board policy and the collective bargaining agreement
6. Promotes a positive work environment
7. Ensures that each staff member is evaluated and encourages appropriate opportunities for continued professional development
8. Maintains appropriate channels of communication within the district
9. Ensures that administrative staff is informed about relevant federal, state, and county laws; district policies, regulations and procedures
10. Anticipates, manages and resolves conflict
11. Serves as liaison between the Board and staff

#### Responsibilities Related to Students and the Instructional Program

##### The Superintendent:

1. Provides the Board with regular evaluations of district programs and student progress
2. Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, textbook selection and the state curriculum adoption cycle timeline
3. Apprises the Board of contemporary educational practices
4. Ensures that there is a continuous focus on student growth and learning
5. Ensures equitable administration of student discipline policies. Under appropriate circumstances, recommends to the Board a student's suspension or expulsion

#### Responsibilities Related to Noninstructional Operations

The Superintendent:

1. Seeks and identifies sources of income and funding
2. Maintains and updates adequate enrollment and scholastic records, business and property records and personnel records
3. Submits to the Board periodic financial and budgetary reports which identify the district's outstanding obligations
4. Annually submits to the Board the district budget for the upcoming year; revises this budget or takes other related action as the Board designates
5. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
6. Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, and equipment
7. Develops regulations and procedures for the management of school operations and the use and care of school properties

Responsibilities Related to the Community

The Superintendent:

1. Serves as a spokesperson in relationships with city, county and state governments, private agencies, and the school community
2. Keeps the community informed about school matters; promotes community support and involvement with the schools
3. Participates in appropriate community organizations and functions
4. Hears complaints against the schools and attempts to resolve controversies

# **Piedmont Unified SD**

## **Board Policy**

BP 2123

### **Administration**

#### Evaluation Of The Superintendent

The Board of Education believes that an annual written evaluation of the Superintendent's performance serves to measure the district's progress toward established goals and objectives and strengthens working relationships between the Superintendent and the Board. This evaluation should provide commendations in areas of strength and recommendations for improving effectiveness, if applicable, thus clarifying the Superintendent's role and giving the Board and Superintendent an opportunity to jointly identify priorities among the Superintendent's many responsibilities.

#### Legal Reference:

EDUCATION CODE

44660-44665 Evaluation and assessment of performance

GOVERNMENT CODE

54957 Closed session for personnel matters

Policy PIEDMONT UNIFIED SCHOOL DISTRICT

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# **Piedmont Unified SD**

## **Board Policy**

BP 2210

### **Administration**

Administrative Leeway In Absence Of Board Of Education Policy

The Superintendent shall have the power to act in cases where action must be taken and where the Board of Education has not provided guidelines for administrative action.

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

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# **Piedmont Unified SD**

## **Board Policy**

BP 2230

### **Administration**

#### Representative And Deliberative Groups

The Superintendent or designee may establish a management team, administrative councils, task forces, cabinets, or committees as needed to properly administer Board of Education policies, improve the educational program and assist in district communication. The membership, composition, and responsibilities of these advisory groups shall be defined by the Superintendent or designee and may be changed at his/her discretion. Advisory groups shall channel their advice and recommendations through the Superintendent to the Board.

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