

**CA ©****ADMINISTRATION GOALS / PRIORITY OBJECTIVES**

The School administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- The processes of decision making and communication.
- Planning, organizing, implementing, and evaluating educational programs.
- The demonstration of educational leadership.
- The development and maintenance of close working relationships and channels of communication within the School and the community.
- The minimization of misunderstandings.
- The development of cooperation toward attaining the educational goals adopted by the Board.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-321](#)

**CB ©  
SUPERINTENDENT**

The Board shall employ a Superintendent, who shall enforce the required statutes of the state of Arizona, Hopi Tribal ordinances, rules of the State Board of Education, and policies of the Governing Board of the School.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the School that are in compliance with all applicable statutes or regulations and the policies of the Governing Board. These regulations are binding on the employees of this School and students in the school.

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LEGAL REF.:

A.R.S.

[15-503](#)

## **CBA © QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT**

### **(Performance Responsibilities)**

The Superintendent shall have appropriate certification. Further, the Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

The Superintendent is the School's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. The Superintendent is, however, responsible to the Board for all functions of the School, including those listed below.

#### ***Education:***

- Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.
- Supervises methods of teaching, supervision, and administration in effect in the schools.
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.
- Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the School.

#### ***Management:***

- Ensures that all activities of the School are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.
- Assumes responsibility for the overall financial planning of the School and for the preparation of the annual budget, and submits it to the Board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
- Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.
- Provides suitable instructions and regulations to govern the maintenance of School properties.
- Provides suitable instructions and regulations to govern the safety and transportation of students.

- Assumes responsibility for the use of buildings and grounds.
- Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the School.
- Oversees the processing and submission of required reports.
- Interprets the budget and finances to the community.
- Remains current on new legislation and implements laws to the best advantage of the School.

### ***Governing Board:***

- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.
- Takes prompt action to implement all directives of the Board.
- Advises the Board on the need for new and/or revised policies.
- Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.
- Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
- Develops and implements rules and regulations in keeping with Board policy.
- Acts as chief public relations agent for the School.
- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

### ***Personnel:***

- Recommends to the Board the appointment or dismissal of all employees of the School.
- Ensures that all employees are evaluated in accordance with the schedule established by the Board.
- Determines assignments, defines the duties, and coordinates and directs the work of all employees of the School.
- Recommends all promotions, demotions, and salary changes to the Board.
- Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[38-201](#)

A.A.C.

R7-2-603

CROSS REF.:

[CBI](#) - Evaluation of Superintendent

**CBCA ©  
DELEGATED AUTHORITY**

The Governing Board delegates to the Superintendent, among other powers, the authority to perform the following acts:

- To give notice to teachers, pursuant to A.R.S. [15-536](#), of the Board's intention not to offer a teaching contract.
- To give notice to teachers, pursuant to A.R.S. [15-538.01](#), of the Board's intention not to offer a teaching contract and to dismiss the teacher.
- To give notice to an administrator or certificated school psychologist, pursuant to A.R.S. [15-503](#), of the Board's intention not to offer a new contract.
- To issue to teachers, pursuant to A.R.S. [15-536](#), [15-538](#), and [15-539](#), written preliminary notices of inadequacy of classroom performance, reporting such issuance to the Governing Board within five (5) school days.

Adopted: date of manual adoption

**LEGAL REF.:**

A.R.S.

[15-503](#)

[15-536](#)

[15-538](#)

[15-538.01](#)

[15-539](#)

**CBI ©**  
**EVALUATION OF SUPERINTENDENT**

The Governing Board shall evaluate the Superintendent at least once each year. Evaluations are confidential.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

The Superintendent shall provide each member of the Board a copy of the evaluation instrument not later than November 10. The Board President shall schedule a meeting not later than December 18, when the Board will devote an executive session to the evaluation of the Superintendent's performance, to discuss working relationships between the Superintendent and the Board, and to review the Superintendent's contract (with the Superintendent present). If the Superintendent's contract is in its first year, this initial evaluation will not be a comprehensive evaluation, but will be used to allow the Board to communicate its perspective on the Superintendent's performance to date and to allow the Board and the Superintendent to communicate on performance matters. Additional first-year evaluations may be completed by the Board at the Board's discretion or upon invitation by the Superintendent; however, the first fully comprehensive evaluation will be that which occurs in November of the Superintendent's second year.

Any meetings of the Board to compile evaluations, or meetings to discuss the evaluations with the Superintendent, shall be held in executive session unless the Superintendent requests that any such meeting be held in open session. Board members shall have the opportunity to discuss with the Superintendent any item(s) on which the Board fails to achieve consensus.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

Upon the conclusion of the evaluation, the Governing Board may determine whether any changes in the compensation and benefits of the Superintendent for the next fiscal year are warranted. The Board may also determine whether it will offer an additional year(s) of employment.

On or before May 15 the Board shall offer a contract for the next school year to the Superintendent, if the administrative contract is in its last year, unless on or before April 15 the Board gives notice to the Superintendent of the Board's intention not to offer a new administrative contract. In the case where an override election is being held on the third Tuesday in May, the Board has up to five (5) days after the override election to give notice of its intention not to offer a new administrative contract; otherwise, the new contract shall be offered on or before June 15.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-503](#)

CROSS REF.:

[CBA](#) - Qualifications and Duties of Superintendent

CBI-E ©

EXHIBIT

### EVALUATION OF SUPERINTENDENT

#### Evaluation Rating Symbols

**O** = Outstanding; **S** = Satisfactory; **N** = Needs Improvement; **U** = Unsatisfactory; **X** = Not Observed

**Note:** Any rating of *outstanding*, *needs improvement*, or *unsatisfactory* requires the evaluator to list specific information in the *Comments* section that justifies and supports such rating.

#### A. Education

**O S N U X**

- Administers the development, coordination, maintenance, and evaluation of the educational program, including the special education program.

**O S N U X**

- Supervises methods of teaching, supervision, and administration in effect in the schools.

**O S N U X**

- Keeps informed of modern educational practices and thought by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

**O S N U X**

- Keeps the public informed about modern education practices, educational trends, and the policies, practices, and problems in the District schools.

*Comments regarding Section A:*

#### B. Management

**O S N U X**

- Ensures that all activities of the District are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona Board of Education, and the policies of the Governing Board.

**O S N U X**

- Assumes responsibility for the overall



financial planning of the District and for the preparation of the annual budget, and submits it to the Board for review and approval.

**O S N U X**

- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval by the Board.

**O S N U X**

- Maintains or has maintained adequate records for the schools, including financial accounts; business and property records; and personnel, school population, and scholastic records.

**O S N U X**

- Provides suitable instructions and regulations to govern the maintenance of school properties.

**O S N U X**

- Provides suitable instructions and regulations to govern the transportation of students.

**O S N U X**

- Assumes responsibility for the use of buildings and grounds.

**O S N U X**

- Recommends the locations and sizes of new school sites and of additions to existing sites; the locations and sizes of new buildings; 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.

**O S N U X**

- Oversees the processing and submission of required reports.

**O S N U X**

- Interprets the budget and finances to the community.

**O S N U X**

- Remains current on new legislation and implements laws to the best advantage of the District.

**Comments regarding Section B:**

**C. Governing Board**

**O S N U X**

- Attends and participates in all meetings of the Board and its committees, except when excused by the Board.

**O S N U X**

- Takes prompt action to implement all directives of the Board.

**O S N U X**

- Advises the Board on the need for new and/or revised policies.

**O S N U X**

- Provides timely advice to the Board on the implication of changes in statutes or regulations affecting education.

**O S N U X**

- Informs and advises the Board about programs, practices, and problems of schools, and keeps the Board informed of the activities operating under the Board's authority.

**O S N U X**

- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.

**O S N U X**

- Develops and implements rules and regulations in keeping with Board policy.

**O S N U X**

- Acts as chief public relations agent for the District.

**O S N U X**

- Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy guidance in the future.

***Comments regarding Section C:***

**D. Personnel**

**O S N U X**

- Recommends to the Board the appointment or dismissal of all employees of the District.

**O S N U X**

- Ensures that all employees are evaluated in accordance with the schedule established by the Board.

**O S N U X**

- Determines assignments, defines the duties, and coordinates and directs the work of all employees of the District.

**O S N U X**

- Recommends all promotions, demotions, and salary changes to the Board.

**O S N U X**

- Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.

***Comments regarding Section D:***

**Summary:**

**CCB ©****LINE AND STAFF RELATIONS**

Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of the delegated power and duties.

Lines of authority shall be clearly outlined by the Superintendent by means of organization charts, job descriptions, and administrative regulations and directives.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-353](#)

**CCB-R ©**

## REGULATION

**LINE AND STAFF RELATIONS****(School Building Administration)**

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the School.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. All duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:

- A principal is responsible for the operation of the educational program of the school.
- A principal is responsible for the supervision and evaluation of the building staff members.
- A principal will maintain discipline on the part of personnel and students.
- A principal will care for and protect the building, the equipment, the grounds, and other school property.
- A principal will maintain school records and prepare reports.
- A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the Hopi Reservation.
- A principal will, by advanced study, by visits to school systems in other areas, by attendance at educational conferences, and by other means remain well informed relative to modern educational thought and practice.

**CE ©****ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

The Board authorizes the Superintendent to establish advisory councils, cabinets, and committees when deemed 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 to a maximum degree the advice and counsel of the personnel, clients, and patrons of the School.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent.

Adopted: date of manual adoption

**CH ©**  
**POLICY IMPLEMENTATION**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the School will be operated.

The policies adopted by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

**CH-R ©**

REGULATION

**POLICY IMPLEMENTATION**

Principals, directors, and others designated by the Superintendent shall establish procedures for conducting activities within their individual units that are consistent with administrative regulations and Board policies.



**CHCA ©**  
**HANDBOOKS AND DIRECTIVES**

Curriculum guides, manuals, handbooks, pamphlets, and similar publications will be presented to the Superintendent for approval prior to publication. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Copies of all such publications shall be provided to the Board.

Adopted: date of manual adoption

**CHCA-R ©**

REGULATION

**HANDBOOKS AND DIRECTIVES**

All curriculum guides, manuals, handbooks, pamphlets, and similar publications shall be reviewed by the principal or supervisor, and shall be forwarded to the Superintendent for approval prior to printing and distribution.

**CHD ©**  
**ADMINISTRATION IN THE ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

Adopted: date of manual adoption

LEGAL REF.:  
A.R.S.  
[15-321](#)

**CM  
SCHOOL ANNUAL REPORT**

The Board shall make an annual report to the State Superintendent of Public Instruction.

Adopted: date of manual adoption