

ADMINISTRATION

Series 300

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ROLE OF SCHOOL DISTRICT ADMINISTRATION

The purpose of this section is to define the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It shall be the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

The board holds the superintendent ultimately responsible for the administration of these policies. Under the direction of the superintendent, the principals shall be directly responsible for educational results, for administration of the school facilities and for employees.

The board and the administration shall work together to share information and decisions under the management team concept.

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

MANAGEMENT

The board and the administrators shall work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator shall support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 301 Administrative Structure

Approved: 11/23/2009

Reviewed 09/02/20

Revised:

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e *et seq.* (1994).
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2013).
281 I.A.C. 12.4(4).
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved: 01/14/10

Reviewed: 09/02/20

Revised:

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract shall begin on July 1 and end on June 30. The contract shall state the terms of employment.

The first three years of a contract issued to a newly employed superintendent is considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board shall afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract shall be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Legal Reference: Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).
 Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).
 Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).
 Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2013).
 281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved: 09/13/20

Reviewed: 09/02/20

Revised: 09/02/20

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that shall include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation shall be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

**KEOTA COMMUNITY SCHOOL DISTRICT
SUPERINTENDENT JOB DESCRIPTION**

The quality of the Keota Community School District depends to a significant extent on the effectiveness of its Superintendent. The Superintendent must be a leader in creating learning opportunities that enable and inspire our children to become successful, caring and contributing citizens of our nation and the world.

Toward that end, the Keota Board of Directors has adapted and adopted, as the basis for its Superintendent's job description and annual performance evaluation, the six Iowa Standards for School Leaders as contained in Iowa Law. The Superintendent must demonstrate competencies, skills and achievements related to each of the six standards.

STANDARD #1: Shared Vision

A superintendent is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

STANDARD #2: Culture of Learning

An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

STANDARD #3: Management

An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.

STANDARD #4: Family and Community

An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.

STANDARD #5: Ethics

An educational leader promotes the success of all students by acting with integrity, fairness and in an ethical manner.

STANDARD #6: Societal Context

An educational leader promotes the success of all students by understanding the profile of the community and responding to and influencing the larger political, social, economic, legal and cultural context.

Legal Reference: Iowa Code §§ 279.8, .20, 23A (2013).
281 I.A.C. 12.4(4).

Cross Reference: 209 Board of Directors' Management Procedures
301 Administrative Structure
302 Superintendent

Approved: 09/13/20
Reviewed: 09/02/20
Revised:

SUPERINTENDENT PERFORMANCE EVALUATION

The quality of the Keota Community School District depends to a significant extent on the effectiveness of its Superintendent. The Superintendent must be a leader in creating learning opportunities that enable and inspire our children to become successful, caring and contributing citizens of our nation and the world.

Toward that end, the Keota Board of Directors has adapted and adopted, as the basis for its Superintendent's job description and annual performance evaluation, the six Iowa Standards for School Leaders as contained in Iowa Law. The Superintendent must demonstrate competencies, skills and achievements related to each of the six standards.

It is the responsibility of the Board to evaluate the performance of the Superintendent relative to those standards. The Vice President of the Board will direct the evaluation process.

Each member of the Board is to receive an evaluation form no later than November 1 of each year, and complete, sign and return it to the Board Vice President no later than the second Monday of the month of November.

The Superintendent shall also complete, sign and return this instrument to the Vice President as a basis for self-evaluation, and may also provide any supporting documents or other materials he or she believes will help Board Members understand his or her efforts and achievements during the evaluation period.

All evaluations received by the Board Vice President by second Monday of November will be photocopied and distributed to all Board Members, as well as to the Superintendent, by the third Monday of November of each year. The Superintendent shall also receive a copy of all evaluations. The original copy of each evaluation is to become part of the Superintendent's permanent personnel file, which is to be secured and maintained by the Board Secretary. No other respondents or other parties may receive copies of any evaluations. These documents shall not be public documents.

As part of the evaluation process, the Superintendent shall create an Individual Professional Development Plan and share that plan annually with the Board.

Annually, the Board Members and Superintendent will meet in closed session, consistent with Iowa law and district policy, to discuss the results of the evaluations, and develop a joint Statement of Commitment that will describe each party's non-binding intentions for the succeeding academic and contract year. This Statement of

Commitment will enable either party to make the appropriate plans for the succeeding year and beyond. The statement of commitment will be signed at the next regular scheduled business meeting of the School Board.

The Board Secretary will take the minutes and tape all meetings held pursuant to this policy. The taped record is not a public record. An attorney selected by the Board will review all documents produced pursuant to this policy, to ensure that they are sufficient for the purposes of Iowa Code Section 21.5(4). For the purposes of this policy, the Vice President is authorized to consult with the attorney.

The personnel file of the Superintendent will be established and maintained exclusively by the Board Secretary pursuant to Board direction. The Board Secretary shall keep a log listing details of each and every access to the file, including his or her own. The file is the property of the District, under the direct and exclusive control of the Board of Directors. The file shall be kept in a secure location and under no circumstances removed from its secure location without specific Board approval. No document shall be removed from the file except by express direction of the Board of Directors, or in accordance with law.

The Board is not precluded by this policy from taking any steps deemed necessary to promote the best interests of the District, as permitted by District policy, Iowa Code and the annual employment contract of the Superintendent.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2013).
281 I.A.C. 12.3(4).

Cross Reference: 212 Closed Sessions
302 Superintendent

Adopted: 09/13/20

Reviewed: 09/02/20

Revised: 0902/20

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent shall bring it to the attention of the board president prior to attending the event.

The superintendent shall report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development
401.7 Employee Travel Compensation

Approved: 09/13/20

Reviewed: 09/02/20

Revised:

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation shall further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2013).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Approved: 09/13/20

Reviewed: 09/02/20

Revised:

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board shall give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Approved: 09/13/20

Reviewed: 09/02/20

Revised:

ADMINISTRATIVE POSITIONS

The school district shall have, in addition to the superintendent, the following administrative positions: principals, directors and business manager.

The administrators shall work closely with the superintendent in the day-to-day operations of the school district.

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2013).
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board shall employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board shall consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board shall look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board shall also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2013).
281 I.A.C. 12.4.

Cross Reference: 303 Administrative Employees

Approved: 9/13/20

Reviewed: 09/02/20

Revised: 09/02/20

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract. The contract shall also state the terms of the employment.

The first three years of a contract issued to a newly employed administrator shall be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

NOTE: May 15 is the date established by Iowa law for notice of board action to consider termination of an administrator's contract. The board may select an earlier day, but may not select a later date.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).

Cook v. Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).

Board of Education of Fort Madison Community School District v. Youel, 282 N.W. 2d 677 (Iowa 1979)

Briggs v. Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979). Iowa Code §279.

281 1A,C, 12.4

Cross Reference: 303 Administrative Employees

Approved: 09/13/20

Reviewed: 09/02/20

Revised: 09/02/13

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that shall include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary shall be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses shall be paid by the school district when the administrator is performing work-related duties. The board shall approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation shall be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (2013).
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved: 09/13/20

Reviewed: 09/02/20

Revised:

ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to activities that fall under the following standards:

STANDARD #1: Shared Vision

An administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

STANDARD #2: Culture of Learning

An educational leader promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

STANDARD #3: Management

An educational leader promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.

STANDARD #4: Family and Community

An educational leader promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.

STANDARD #5: Ethics

An educational leader promotes the success of all students by acting with integrity, fairness and in an ethical manner.

STANDARD #6: Societal Context

An educational leader promotes the success of all students by understanding the profile of the community and responding to and influencing the larger political, social, economic, legal and cultural context.

Additionally, the superintendent of schools may assign other duties.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8, .21, .23A (2013).
281 I.A.C. 12.4(5), 4(6), 4(7).

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: 09/13/20

Reviewed: 09/02/20

Revised:

ADMINISTRATOR EVALUATION

The superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent shall formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the board for approval.

The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2013).
281 I.A.C. 12.3(4).

Cross Reference: 303 Administrative Employees

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It shall be the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. It shall be within the discretion of the board to pay annual fees for professional organizations and activities.

The administrator shall report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount for one civic organization per building as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation shall further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

Legal Reference: Iowa Code § 279.8 (2013).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board shall give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2013).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community shall be informed in a manner determined by the superintendent.

The board shall be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations shall be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 209 Board of Directors' Management Procedures
304.1 Development and Enforcement of Administrative Regulations

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators shall conduct themselves professionally and in a manner fitting to their position.

Each administrator shall follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, shall be grounds for discipline up to, and including, discharge.

The professional school administrator:

- (1) upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public;
- (2) obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- (3) accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
- (4) strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
- (5) seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- (5) carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service;
- (6) disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- (7) recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- (8) supports and practices the management team concept.

Legal Reference: Iowa Code § 279.8 (2013).
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved: 11/23/2009

Reviewed: 09/02/20

Revised:

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent shall be in the order of most senior principal to least senior principal, with seniority based on the number of years spent as principal for the Keota Community School District.

If the absence of the superintendent is temporary, the successor shall assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent shall be a lengthy one, the board shall appoint an acting superintendent to assume the responsibilities of the superintendent. The successor shall assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual shall mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved: 11/23/2009

Reviewed: 09/02/20

Revised: