

**Xavier Charter School  
District 462  
6000 Series  
Administration**

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## Goals

*Policy Number: 6000*

The administrative staff's primary functions are to manage the Charter School and to facilitate the implementation of a quality educational program. It is goal of the Board that the administrative organization:

1. provide for efficient and responsible supervision, implementation, evaluation and improvement of the instructional program, consistent with the policies established by the Board;
2. provide effective and responsive communication with staff, students, parents and other citizens; and
3. foster staff initiative and rapport.

The Charter School administrative organization shall be designed so that all divisions and departments of the Charter School are part of a single system guided by Board policies which are implemented through the Principal. Other administrators are expected to administer their facilities in accordance with Board policy and the Principal's rules and procedures.

## Principal

*Policy Number: 6100*

### **Duties and Authority**

The Principal is the School's executive officer and is responsible for the administration and management of the School schools, in accordance with Board policies/directives and state and federal law. The Principal is authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Principal of responsibility for the action which was delegated.

### **Qualifications and Appointment**

The Principal must be of good character and of unquestionable morals and integrity. The Principal shall have the experience and the skills necessary to work effectively with the Board, school employees, students, and the community. The Principal shall have a valid Idaho principal's endorsement.

When the office of the Principal becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

### **Evaluation**

The Board will evaluate annually, in January, the performance of the Principal, using standards and objectives developed by the Principal and Board, which are consistent with the School's mission and goal statements. A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses, as well as performance areas needing improvement.

### **Compensation and Benefits**

The Board and the Principal shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Principal.



### **Legal Reference:**

I.C. § 33-513 Professional personnel

I.C. § 33-513 Professional personnel

Hancock v. Idaho Falls School District No. 91, Case No. CV-04-537-E-BLW,  
2006 U.S. Dist. Ct. LEXIS 52243

## Board/Principal Relations

*Policy Number: 6105*

### **The Board shall:**

Select the Principal and delegate to him/ her all necessary administrative powers

Adopt policies for the operations of the school system and review administrative procedures.

Formulate a statement of goals reflecting the philosophy of the Charter School.

Adopt annual objectives for improvement of the Charter School.

Approve courses of study.

Approve textbooks.

### **The Principal shall:**

Serve as chief executive officer of the Charter School.

Recommend policies or policy changes to the Board and develop procedures that implement Board policy.

Provide leadership in the development, operation, supervision and evaluation of the educational program.

Recommend annual objectives for improvement of the Charter School.

Recommend courses of study.

Recommend textbooks.

**The Board shall:**

Approve the annual budget.

Employ certificated and classified staff, in its discretion, upon recommendation of the Principal.

Authorize the allocation of certificated and classified staff.

Approve contracts for construction, remodeling, or major maintenance.

Approve payment of vouchers and payroll.

Approve proposed major changes of school plant and facilities.

Approve collective bargaining agreements.

Assure that appropriate criteria and processes for evaluating staff are in place.

Appoint citizens and staff to serve on special Board committees, if necessary.

Conduct regular and special meetings.

Serve as final arbitrator for staff, citizens and students.

**The Principal shall:**

Prepare and submit the annual budget.

Recommend candidates for employment as certificated and classified staff.

Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the Charter School, subject to the approval of the Board.

Recommend contracts for major construction, remodeling or maintenance.

Recommend payment of vouchers and payroll.

Prepare reports regarding school plant and facilities needs.

Supervise negotiation of collective bargaining agreements.

Establish criteria and processes for evaluating staff.

Recommend formation of ad hoc citizens' committees.

As necessary attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees and provide administrative recommendations on each item of business considered by each of these groups.

Inform the Board of appeals and implement any such forthcoming Board decisions.

**The Board shall:**

Promptly refer all criticisms, complaints, and suggestions called to its attention to the Principal.

Authorize the ongoing professional enrichment of its administrative leader as feasible.

Approve appropriate Charter School expenditures recommended by the Principal for the purpose of ongoing Charter School operations.

**The Principal shall:**

Respond and take action on all criticism, complaints, and suggestions as appropriate.

Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

Diligently investigate and make purchases that benefit the most efficient and functional operation of the Charter School.

## Charter School Organization

*Policy Number: 6200*

The Principal shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed, except in unusual circumstances.

The organization of Charter School positions of employment for purposes of supervision, services, leadership, administration of Board policy, and all other operational tasks shall be on a “line and staff” basis. Charter School personnel occupying these positions of employment shall carry out their duties and responsibilities on the basis of line and staff organization.

## Duties and Qualifications of Administrative Staff Other Than Principal

*Policy Number: 6300*

### Duty and Authority

As authorized by the Principal, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by

the policies of the Charter School and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position's job description.

Administrative Work Year

The administrators' work year shall be the same as the Charter School's fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Principal.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.



**Legal Reference:** I.C. § 33-513 Professional personnel

## Employment Restrictions for Administrative Personnel

*Policy Number: 6310*

Time taken from the regularly assigned work schedule for such paid activities as consulting, college teaching, lecturing, etc., shall be subject to prior approval by the Principal.

The amount of time lost to the School will be deducted from vacation time, granted as additional personal leave as specified by board policy, rescheduled at a non-duty time, or that time prorated to a dollar amount and that amount deducted from the next regularly scheduled pay period. The specificity of how the lost time to the district is accounted for (up to five days) will be discussed

and approved by the principal. If the time lost will be greater than five days, the Xavier Board must approve in advance the circumstances and the financial issues.

All employment of administrators, other than with the Xavier School, must be discussed and approved by the district prior to the administrator participating in those employment opportunities. Time taken from the regularly assigned work schedule(s) for non-paid activities shall also follow this format.

## Evaluation of Administrative Staff

*Policy Number: 6320*

Each administrator shall be evaluated annually in order to provide guidance and direction to the administrator in the performance of their assignment. Such evaluation shall be based on the job description, accomplishment of annual goals and performance objectives, student achievement and established evaluative criteria.

The Principal shall establish procedures for these annual evaluations. Near the beginning of the school year, the Principal shall inform the administrator of the criteria to be used for evaluation purposes. These criteria shall include, but not be limited to, the Board of Director's adopted goals for the School. In addition other criteria may include performance statements dealing with: leadership; administration and management; school financing; professional preparation; effort (s) toward personal improvement; interest in students and their progress toward meeting the state standards; concern/caring of the school staff, concern/caring regarding the public and general communication skills.

A copy of the annual evaluation, signed by the administrator, shall be placed in the administrator's personnel file. The administrator shall have the right to submit and attach a written statement to the evaluation within a ten working days following the conference.



**Legal Reference:**

I.C. § 33-518 Employee Personnel Files

## Professional Growth and Development

*Policy Number: 6330*

The Board recognizes that training and study for administrators contributes to skill development necessary to better serve the needs of the School. Each year the Principal should develop an administrative in-service program based upon the needs of the School, as well as the needs of individual administrators.

Administrative staff is encouraged to be members of and participate in professional associations. All membership shall be in organizations which have as their major purpose the upgrading of school administration and the improvement of student's learning. Further, each administrator is encouraged to seek the highest level of academic achievement as possible.