

Administrative Operations

The central administrative staff helps principals and teachers develop, organize, administer and supervise the school program. They visit each school as a part of a planned schedule and are available for special help upon request.

They also:

1. Conduct and direct research that determines the future development of the educational program.
2. Establish working relationships and communication channels among school personnel.
3. Help teachers and principals secure needed supplies and services.
4. Organize the resources of teachers and lay groups in program planning.
5. Assist in evaluating the school program.
6. Supervise the maintenance, operation and repair of the school plant.
7. Provide pupil personnel services.
8. Participate in the supervision of instruction.
9. Assist in solving school problems.
10. Supervise the planning and construction of new facilities.
11. Provide special services for the orientation of new personnel.
12. Direct the continuous curriculum development.
13. Inform the public on the status and needs of the school program.

The superintendent and his staff will administer the school system on the basis of the policies and directives of the school board and the state statutes.

The procedures for operating the system are developed through the cooperative action of the staff, principals and teachers. Some of these procedures apply directly to all situations in the school district. Others are general in nature and require the local school, and, in some instances, the individual teacher, to meet specific needs.

Rules Approved: 12/75

Reviewed: 9/1/68