

# **Contoocook Valley School District Policy**

## **SUPERINTENDENT OF SCHOOLS**

### **Educational Leadership**

1. Provide a consistent and clearly state philosophical basis for the development of the overall educational program.
2. In consultation with others, establish a set of priorities for the utilization of human, material, and financial resources in the development of the total program.
3. Demonstrate an awareness of the quality of the educational program.
4. Be alert to the needs (human and material) of subordinates in their efforts to carry to fruition the stated philosophical basis of the educational program.
5. Defend and support subordinates against nonconstructive criticism from those who oppose the basis and directions of the educational program.
6. Develop a program geared to inform and involve the School Board in the development of the educational program.
7. Constantly bring major efforts of educational change before the public in a format which allows for constructive dialogue.

### **Educational Administration**

1. Develop and support the overall organizational structure of the school system.
2. Clearly define administrative and supervisory roles.
3. Constantly test the bases for decisions and directions of others responsible to him/her (assistant superintendents, principals).
4. Maintain an office environment which encourages staff, Board Members, and community to frequently visit and discuss areas of concern.
5. Develop and support effective advisory bodies within the organizational structure.
6. Maintain an effective level of visibility in relation to both staff and public.

## **Contoocook Valley School District Policy**

### School Board

1. Act as advisory and executive officer of the School Boards.
2. Attend all regular and selected special meetings of the Boards.
3. Administer the schools in accordance with School Board Policies and Regulations.
4. Preparation of monthly formal reports to each School Board.
5. Preparation of an annual report to the combined school Boards concerning the operation of the schools.
6. Keep the Boards informed of important legislation relating to schools.
7. Have a general knowledge of the law as it relates to School District operation.
8. Assist each Board in the development and maintenance of a viable policy manual and see to it that such is effectively used by all school personnel.

### Personnel Administration

1. Responsibility for the administration of all School Board personnel policies.
2. Recommend to the Boards for appointment, election, re-election, or promotion of contractual employees of the Districts, as he/she shall deem best qualified.

### School Building Development Programs

1. Utilize the assistance of principals, teachers, students, State Department of Education, and non-professional personnel in the total building program.
2. Provide the School Boards with facts to assist its members in the multiple decisions a building program entails.
3. Convey to the architect (with assistance from an educational consultant) a clear, concise statement of the educational specifications to be fulfilled in the building.
4. Assist the School Boards in presenting the program to the public.
5. Develop a financial plan for costs of construction, preparing bond issues, etc.

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### **Business Management**

1. General responsibilities for the management of the business affairs of each and the combined School Districts comprising the Supervisory Union.
2. Responsibility for the preparation for the Boards the annual financial and statistical reports required by the law.
3. Be alert to the acquisition of state and federal revenues not ordinarily anticipated by each School District.
4. Organize and supervise a continuing building operation and maintenance program.
5. Prepare annually a detailed operational budget.

### **Salary Negotiations and Master Contract Administration**

1. Provide the School Boards with facts to assist its members in effectively negotiating an annual agreement with the Teachers' Association.
2. Act as a resource person in all matters relating to annual negotiations.
3. Attend contract negotiation sessions.

### **Public Relations**

1. Develop and maintain a working relationship with the press with regard to news releases and general coverage of school programs.
2. Help to express and interpret the needs and successes of the educational program through public appearances and addresses.

### **General**

The Superintendent of school may delegate to subordinates any of his/her powers and duties which the School Boards have entrusted to him/her, but in every instance that a power of duty is delegated, he/she shall continue to be responsible to the School Boards for the execution of the power or duty delegated.

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## **CODE OF ETHICS FOR ADMINISTRATORS**

### **Preamble.**

Public education in America rests on firm commitments to the dignity and worth of each individual; to the pre-eminence of enlightenment and reason over force and coercion; and to government by the consent of the governed. Public schools prosper to the extent they merit the confidence of the people. In judging its schools, society is influenced to a considerable degree by the character and quality of their administration. To meet these challenges, school administrators have an obligation to exercise professional leadership.

Society demands that any group that claims the rights, privileges, and status of a profession prove itself worth through the establishment and maintenance of ethical policies governing the activities of its members. A professional society must demonstrate the capacity and willingness to regulate itself and to set appropriate guides for the ethical conduct of its members. Such obligations are met largely by practitioners through action in a professional society such as the American Association of School Administrators.

Every member of a profession carries a responsibility to act in a manner becoming a professional person. This implies that each school administrator has an inescapable obligation to abide by the ethical standards of his/her profession. The behavior of each is the concern of all. The conduct of any administrator influences the attitude of the public toward the profession and education in general.

These policies of ethical behavior are designed to inspire a quality of behavior that reflects honor and dignity on the profession of school administration. They are not intended as inflexible rules nor unchangeable laws. They serve to measure the propriety of an administrator's behavior in his/her working relationships. They encourage and emphasize those positive attributes of professional conduct which characterize strong and effective administrative leadership.

Policy 1. The professional school administrator constantly upholds the honor and dignity of the profession in all actions and relations with pupils, colleagues, school board members, and the public.

Policy 2. The professional school administrator obeys local, state, and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.

Policy 3. The professional school administrator accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.

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- Policy 4. The professional school administrator strives to provide the finest possible education experiences and opportunities to all persons in the District.
- Policy 5. The professional school administrator applying for a position or entering into contractual agreement seeks to preserve and enhance the prestige and status of his/her profession.
- Policy 6. The professional school administrator carries out in good faith all policies duly adopted by the local board and the regulations of state authorities and renders professional service to the best of his/her ability.
- Policy 7. The professional school administrator honors the public trust of his/her position above any economic or social rewards.
- Policy 8. The professional school administrator does not permit considerations of private gain nor personal responsibilities.
- Policy 9. The professional school administrator recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about their school.

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