

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 6000 - Administration**

**SUPERINTENDENT APPOINTMENT, DUTIES & AUTHORITY.....POLICY 6006.5**

### **Duties and Authorities**

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and State and Federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also 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 Superintendent of responsibility for the action which was delegated.

The Board hereby delegates authority to the Superintendent to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the Board in the designated period of time.

### **Qualifications and Appointments**

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

When the office of the Superintendent 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**

**By April 15<sup>th</sup>**, the Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board, which are consistent with the District's mission and goal statements. The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

The evaluation form will acknowledge input received from parents or guardians. A parent/guardian input survey form is available on the District website. At least thirty-three percent (33%) of the evaluation will be based on student achievement as measured by Idaho's statewide assessment for federal accountability purposes.

## **Compensation and Benefits**

The Board and the Superintendent shall enter into a contract (3 years maximum) as approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and Superintendent.

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### **POLICY/PROCEDURE REFERENCE:**

1108 Strategic Planning

### **LEGAL REFERENCE:**

Idaho Code Sections

33-320 Strategic Planning and Training

33-513 Professional Personnel

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

**ADOPTED: 08/09/82**

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**REVISED: 10/96**

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**REVISED: 08/13/12**

**REVISED: 01/14/13**

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**REVISED: 12/8/14**

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