

# REFERENCE COPY

FILE: CA  
Basic

## EXPLANATION: ADMINISTRATION GOALS

**This policy was previously considered supplemental, and not all districts will have a copy in their manuals. Districts that have adopted this policy should RESCIND it. The Board sets district goals in the Comprehensive School Improvement Program (CSIP), and administrative goals must be tied to that CSIP. Goals for individual administrators should be part of the evaluation process.**

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>				
X	Board Secretary		Business Office	Coaches/Sponsors
	Facility Maintenance		Food Service	Gifted
X	Human Resources	X	Principals	Library/Media Center
	Health Services		Counselor	Special Education
	Transportation		Public Info/Communications	Technology

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## ADMINISTRATION GOALS

~~The proper administration of the schools is most vital to a successful educational program. The administration is responsible, within the guidelines established by Board policy, for the direction and coordination of the students and staff in its efforts to reach the educational goals adopted by the Board. Therefore, the administration of the district's schools must be based on positive human relationships that serve as the keystone for the effective operation of the entire district.~~

~~The administrative organization will be such that all divisions and departments of the school district are part of a single system, subject to the policies, rules and procedures set forth by the Board of Education and implemented through the superintendent. Principals are expected to administer their units in accordance with Board policy and the administrative rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness and leadership, as well as consideration and concern for staff members, students, parents/guardians and patrons, are essential for effective school administration.~~

~~The superintendent, principals and other administrators shall have the authority and responsibility necessary for their specific administrative assignments. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations for the superintendent. The superintendent, in turn, shall be responsible for clearly specifying the same for all other administrators.~~

The administration in the ~~FIELD~~(DistrictCommonName) shall strive to achieve the following goals:

- ~~▶ Manage the district's various educational units and programs effectively.~~
- ~~▶ Provide professional advice and counsel to the Board and any advisory groups established by the Board.~~
- ~~▶ Provide leadership in keeping the district abreast of current educational developments.~~
- ~~▶ Arrange for staff development necessary for the establishment and operation of the educational programs designed to meet the needs of individual students.~~
- ~~▶ Coordinate cooperative efforts in the improvement and evaluation of educational programs, facilities, equipment and instructional materials.~~
- ~~▶ Provide access to the decision-making process to the staff, students, parents/ guardians and patrons of the district.~~

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: — ~~FIELD~~(AdoptDate)

~~FIELD~~(DistrictLocationLine)