

Sweet Home School District 55

Table of Contents

Section C: General Administration

Administration Goals and Objectives.....	CA/CAA
Superintendent.....	CB
Qualifications and Duties of the Superintendent.....	CBA
Qualifications and Duties of the Superintendent.....	CBA
Recruitment and Appointment of the Superintendent	CBB
Superintendent's Contract	CBC
Superintendent's Consulting Activities.....	CBF
Evaluation of the Superintendent	CBG
Administrative Organization	CC
Line and Staff Relations	CCB
Administrative Positions	CCC
Hiring Licensed Administrators	CCC
Administrator Contracts	CCD
Evaluation of Administrators	CCG
Superintendent's Management Team	CD
School Principal.....	CF
Policy Implementation.....	CH
Development of Administrative Regulations	CHA
Handbooks.....	CHCA
Administration in Policy Absence.....	CHD
Temporary Administrative Arrangements.....	CI
Program Consultants	CK
Compliance and Reporting on Standards	CM
Layoff/Recall - Administrative Personnel.....	CPA
Layoff/Recall - Administrative Personnel.....	CPA-AR

The following symbol is used on some policies:

- ** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Sweet Home School District 55

Code: CA/CAA
Adopted: 6/08/98
Orig. Code: CA/CAA

Administration Goals and Objectives

The purpose of school administration is to help create and foster an environment in which students can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to higher student motivation and achievement.

Proper administration of schools is vital to the success of the education program. Although the superintendent shoulders most of the responsibility within the policies set forth by the Board, neither the superintendent nor the Board can make all important decisions in individual schools.

The principal and the school staff are in direct, daily contact with students. They are on the spot where learning takes place; therefore, they are most directly responsible for educational results. In keeping with this responsibility, school administrators must have commensurate authority.

The design of the administrative organization will be such that all schools are part of a single system subject to the policies set forth by the Board and implemented through a single chief administrator, the superintendent. Within district policies and administrative regulations, principals will be responsible and accountable for the administration of their schools.

Major goals of administration in the district will be to:

1. Manage the district's various facilities, funds and programs effectively;
2. Provide professional advice and counsel to the Board and to any committees established by Board action;
3. Implement the management function through a team management approach so as to ensure the best and most effective learning programs through achieving such subgoals as: (a) providing leadership in keeping abreast of current educational developments; (b) arranging for staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment and materials; and (d) providing access to the decision-making process for the ideas of staff, students, parents and others.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-1720](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CB
Adopted: 6/08/98
Orig. Code: CB

Superintendent

~~The superintendent is the executive officer of the district and as such, serves as leader and accountable officer for all personnel of the system and as liaison between those personnel and the Board.~~

~~The administration of the school system in all of its aspects will be delegated to the superintendent, who will carry out designated functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system is delegated to the superintendent. The Board shall be kept advised at all times of the manner in which official Board policy is incorporated into the management of the district.~~

The superintendent is designated as the district's chief executive officer. Under the Board's direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CBA
Adopted: 9/13/04
Orig. Code: CBA

Qualifications and Duties of the Superintendent

(Version 1)

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. Holds or is eligible for a valid Oregon administrative license with a superintendent's endorsement;
2. Successful experience as an educational leader and administrator;
3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;

REPORTS TO: Board of Education

SUPERVISES: Central office administrators and school principals; and through them, all personnel of the district.

JOB GOAL: To provide effective administration of all schools and departments, and educational leadership throughout the Sweet Home School District and community.

PERFORMANCE RESPONSIBILITIES:

The superintendent:

1. Maintains a cooperative relationship with fellow staff members, students and the general public;
2. Adheres to and enforces district, state and federal laws, policies, procedures and regulations;
3. Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the Board and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
4. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
5. Attends all meetings of the Board, except those concerned with the superintendent's contract status, and takes part in the deliberations but does not vote;

6. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve by preparing and submitting to the Board recommendations relative to all matters requiring Board action. The superintendent shall place before the Board such necessary and helpful facts, comparisons, investigations, information, reports and audits and make available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it, as are needed to ensure the making of informed decisions;
7. Informs and advises the Board about district programs, practices and issues and keeps the Board informed of the activities operating under the Board's authority;
8. Secures and nominates for employment the best qualified and most competent teachers, administrators, supervisory and confidential personnel;
9. Recommends the appointment, assignment, transfer, promotion, contract renewal, contract extension, demotion contract nonrenewal, contract nonextension and discharge of employees of the Board as provided by law and the policies of the Board's collective bargaining agreement;
10. Directs the professional supervisory staff in its visitations of the various schools; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs such other duties as the Board deems necessary;
11. Directs the work of the professional staff in the evaluation and revision of curriculum and evaluation of textbooks and other instructional materials and upon the basis of such study makes recommendations to the Board;
12. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in texts, other instructional materials and time schedules to be used in the schools;
13. Supervises the establishment or modification of school attendance and transportation areas subject to the approval of the Board;
14. Directs the preparation of an annual budget showing estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;
15. Approves and directs, in accordance with law, policy and regulations of the Board, purchases and expenditures, within the limits of the budget;
16. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; improvements, alterations and changes in the buildings and equipment of the district; and to the closure of district facilities;
17. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes;
18. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;

19. Keeps the public informed about modern educational practices, educational trends and the practices and problems in the district;
20. Directs, supervises and evaluates the management staff, including building principals and central office administrators;
21. Serves as clerk of the Board;
22. Completes other duties as assigned by the Board.

The specific enumeration of duties of the superintendent as detailed above will not act to limit the broad authority nor responsibility of the office.

TERMS OF EMPLOYMENT: Salary and work schedule to be determined by the Board. (*in contract*)

EVALUATION: (*In separate policy*) Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of the superintendent and the requirements of the negotiated contract between the Board and the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.850](#)
[OAR 584-020-0000 - 0035](#)
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Sweet Home School District 55

Code:
Adopted:

CBA

Qualifications and Duties of the Superintendent (Version 2)

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.850](#)
[OAR 584-020-0000 - 0035](#)
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CBB
Adopted: 9/13/04
Orig. Code: CBB

Recruitment and Appointment of the Superintendent

~~The appointment of a superintendent is a function of the Board. The Board will conduct an active search consistent with the district's nondiscrimination policy, to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.~~

The Board considers foremost among its responsibilities, the selection and appointment of a superintendent who can effectively translate into action, the Board's policies and the community's aspirations for its schools.

To provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may hire consultants~~employ a consultant~~ to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. ~~Final selection. However, final~~ selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

~~At the time of this appointment, the superintendent will be issued an initial contract with the length of the contract and salary as mutually negotiated and consistent with the requirements of law.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 332.505](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CBC
Adopted: 9/13/04
Orig. Code: CBC

Superintendent's Contract

~~The Board, upon the selection of a candidate or upon reappointment of the incumbent superintendent, will endeavor to secure the dignity of the position and ensure the freedom of leadership appropriate for its responsibilities through an explicit contractual agreement.~~

~~The contract will meet the requirements of state law and will protect the rights of both the Board and the superintendent. Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract for not more than an additional three years at any time.~~

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

~~The terms of the contract will cover general responsibilities, professional activities, evaluations, salary, vacation, leave arrangements and other benefits.~~

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)

[ORS 332.505](#)

[ORS 342.549](#)

[ORS 342.815](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CBF
Adopted: 6/08/98
Orig. Code: CBF

Superintendent's Consulting Activities

The Board expects the superintendent to devote full attention and energy to the concerns of the district. The superintendent may not be engaged in any other employment nor in long-term consulting assignments. The Board, however, recognizes the superintendent's obligation to contribute to the profession of school administration and to the field of public education in general. This policy, therefore, does not prohibit the superintendent from undertaking occasional consulting work that does not conflict with obligations to the district. Any such task that requires the superintendent's absence from the district must have prior approval of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CBG
Adopted: 8/14/17
Orig. Code: CBG

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance ~~will be evaluated by~~ at least once each year. The evaluation will be ~~annually~~ based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.¹

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and ~~their~~his/her performance will be conducted in an executive session, unless the superintendent requests ~~an open~~ session open to the public. ~~Such; however, such~~ an executive session will not include ~~directives about or~~ a general evaluation of any ~~district~~agency goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations, where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 3/07/22

¹ The evaluation process for a new superintendent hired by the district will need to be altered if the superintendent is on a one-year contract.

Sweet Home School District 55

Code: CC
Adopted: 9/08/08
Orig. Code: CC

Administrative Organization

(See policy CBA and GCI/GDI for assignments of staff; other policy (and CBA?) provides for grievances)

The legal authority of the Board is transmitted through the superintendent along specific paths as shown in the Board-approved organizational chart of the district.

Lines of authority on the chart represent direction of authority and responsibility.

The superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval of major changes and/or the elimination and/or creation of positions. The Board expects the superintendent to keep the administrative structure up to date with the needs for supervision and accountability throughout the school system.

The Board expects the following goals to be achieved through its administrative organization:

1. The building administrator will have specific responsibility for seeing that the pattern and sequence of educational experiences provided for students from grade K through grade 12 conforms with the district's expectations;
2. Responsibility will flow simply and clearly from students to teachers, principals, the superintendent and on to the Board;
3. Each member of the staff will be told to whom he/she is responsible and for what functions;
4. Whenever possible, each member of the staff will be made responsible to only one immediate supervisor for any one function;
5. Each staff member will be told to whom he/she can appeal for help in working out disagreements concerning his/her own functions in the school program.

Licensed staff and classified staff are directly supervised by building administrators. The superintendent determines staffing patterns, coordinates hiring and handles contract management for licensed employees. The business manager determines staffing levels, coordinates hiring and handles contract management for classified employees.

END OF POLICY

Corrected 3/07/22

Sweet Home School District 55

Code: CCB
Adopted: 8/11/08
Orig. Code: CCB

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board and shown on the district organization chart.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they report. That administrator will refer such matters to the next higher administrative authority, when necessary. Additionally, all staff will inform their immediate supervisor of their activities by whatever means the supervisor considers appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff are working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of the district school system.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#) [OAR 581-022-2405](#)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 3/07/22

Sweet Home School District 55

Code: CCC
Adopted: 6/08/98
Orig. Code: CCC

Administrative Positions

(Version 1)

The Board, upon the recommendation of the superintendent, may establish additional administrative positions when necessary for the efficient operation of the schools.

All administrative appointments shall be made by the Board on recommendation of the superintendent.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)

Sweet Home School District 55

Code:
Adopted:

CCC

Hiring Licensed Administrators (Version 2)

The superintendent or designee shall establish hiring procedures to employ qualified administrators necessary to carry out duties as identified by the district.

When administrative vacancies occur, transfer within the existing district administrative staff may be considered. Notwithstanding the superintendent's authority to transfer and assign work, the district will follow hiring procedures in compliance with state and federal law.

An administrator shall serve a probationary period that does not exceed three years unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)

Sweet Home School District 55

Code:
Adopted:

CCD

Administrator Contracts

“Administrator” means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes but is not limited to superintendents, assistant superintendents and business managers. Administrator does not include a person who is subject to Oregon Revised Statute (ORS) 342.805 - 342.937.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. The contract shall be kept on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligate the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator who is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the administrator may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 342.549](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CCG
Adopted: 1/08/18
Orig. Code: CCG

Evaluation of Administrators

~~Each probationary administrator will be evaluated annually and each contract administrator will be evaluated every other year by his/her immediate supervisor.~~

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening administrators to develop and strengthen his/her their professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

A formal evaluation will be conducted at least once each year. The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

~~An administrator's evaluation shall use the following Administrators' evaluations shall be customized based on collaborative efforts and include the educational leadership-administrator standards¹ adopted by the State Board of Education.~~

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

¹These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator; administrators;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

~~The administrative evaluation system will also include provisions for initiating dismissal, contract non-extension procedures if the need for such procedures is indicated.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\),\(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 3/07/22

Sweet Home School District 55

Code: CD
Adopted: 6/08/98
Orig. Code: CD

Superintendent's Management Team

The Board supports the concept and application of team management in the administration of the district. The superintendent shall lead, determine structure and designate membership for the total management team. The team is responsible to the superintendent who, in turn, is responsible to the Board.

The superintendent's management team is organized on the premise that the multiple responsibilities of the superintendent can be better served by establishing a means which will permit the diverse input of all staff members to be applied to school problems. The team provides for interaction, a flow of information and effective action resulting from group thinking.

The members of the team will act in an advisory capacity. Their mission is to gather ideas, to present reactions of district personnel, to express opinions and to interpret school policy to other staff members in light of detailed information they receive through discussions in meetings.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CF
Adopted: 6/08/98
Orig. Code: CF

School Principal

The Board reaffirms the rights and responsibilities of building principals to administrate their various programs within the broad scope of adopted Board policies and administrative regulations, while acting with the approval of the superintendent.

Each principal will be the chief administrator of his/her assigned school and all professional and support staff personnel assigned to his/her building will be directly responsible to the principal.

Staff members who work in more than one school will be responsible to the principal of the school during the time they are working in that respective building. In supervising the work of such staff members, the principal will work cooperatively with the supervisor or administrator to whom they report.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corrected 3/07/22

ySweet Home School District 55

Code: CH
Adopted:

Policy Implementation

The superintendent is responsible for implementing the Board's policies and interpreting them to staff, students and the public. Other administrators also share in this responsibility.

Some board policies require implementing an administrative regulation. Whenever appropriate, the superintendent will develop these administrative regulations, in consultation with principals, staff members and other persons and groups and the superintendent will submit them to the Board for review or approval as appropriate.

Policies officially adopted by the Board and other administrative regulations formulated to implement adopted Board policies will be included in the *School Board Policy Handbook*. Staff and student/parent handbooks will be used for disseminating policies and administrative regulations to persons directly affected by them. The Board's policy manual will be available for inspection at the district office to any district employee or member of the public during regular office hours. Each district employee will be specifically notified of the existence and availability of personnel policies.

Principals are authorized to establish rules and procedures for the staff and student bodies of their schools as long as these rules and procedures are consistent with board policies and administrative regulations established by the Board and superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CHA
Adopted: 6/08/98
Orig. Code: CHA

Development of Administrative Regulations

~~Administrative regulations are those guidelines or detailed arrangements developed for the operation of the district or an individual school in the absence of Board adopted policies.~~

The Board delegates to the superintendent the function of specifying required actions and designing detailed arrangements to operate ~~administrative regulations for the operation of the district in accordance with Board policy. These detailed arrangements constitute the administrative regulations governing the district~~ Building principals may also develop appropriate rules for the operation of their schools.

The superintendent will carefully weigh the counsel given by representatives of staff, student, parent and community organizations regarding those administrative regulations. They will inform the Board of such counsel in presenting administrative regulations.

The Board will adopt administrative regulations when state or federal laws requires the Board to do so. It may also adopt administrative regulations when the superintendent recommends Board action.

~~The Board may review any administrative regulation and may reject it by a majority vote if, in the Board's judgment, such regulation is not consistent with adopted policies.~~

The Board reserves the right to review all administrative regulations and procedures. The Board will revise administrative regulations or procedures only when it finds them inconsistent with its policies and other administrative regulations.

Board members will receive copies of all new or revised administrative regulations. The district will notify students and staff of all administrative regulations that affect them.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CHCA
Adopted: 9/13/04
Orig. Code: CHCA

Handbooks

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students and parents affected; ~~by them,~~ district administrators and principals are granted authority to issue staff and student/parent handbooks.

~~The It is essential that the~~ contents of all handbooks must conform with districtwide board policies and administrative regulations. The publication shall bear; ~~it is also important that all handbooks bearing the~~ name of the district, or one of its schools, and be of a quality that reflects favorably on the district. The Board ~~expects, therefore, requires that~~ all handbooks ~~to~~ will be approved by the superintendent or designee before publication.

~~The Board will review and approve district personnel handbooks in order that the contents may be accorded the legal status of Board approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.~~

The district will make all published handbooks available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CHD
Adopted: 6/08/98
Orig. Code: CHD

Administration in Policy Absence

(See BFE)

In the absence of Board policy the superintendent shall make decisions based on the spirit and tenor of other existing policies.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CI
Adopted: 6/08/98
Orig. Code: CI

Temporary Administrative Arrangements

~~The superintendent is authorized to appoint an acting superintendent to serve for specified periods of time during his/her temporary absence from duty. A temporary absence is defined as a vacation period, attendance at conventions and/or any other periods when the superintendent would be out of immediate contact or presence in the district for over 24 hours.~~

When the superintendent is to be absent from the district, an administrator will be designated to serve in the superintendent's absence.

If the superintendent is unable to serve because the superintendent is disabled or for some other reason, the Board will assign the superintendent's duties, as appropriate.

~~In case of a temporary absence by the superintendent, the business manager will serve as acting superintendent. If both the superintendent and the business manager are temporarily absent from the district, the superintendent will appoint an acting superintendent.~~

~~The acting superintendent will assume all duties which are the responsibility of the superintendent of schools, with particular emphasis on emergency and day to day decision making. The acting superintendent will not be expected to deal with matters requiring long term planning or preparation unless specifically so assigned by the superintendent.~~

~~The acting superintendent will take special care to keep the Board informed as to any departure from normal routine.~~

~~For scheduled extended absences by the superintendent, such as for vacation, advance notice of the planned absence will be given to the Board.~~

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CK
Adopted: 6/08/98
Orig. Code: CK

Program Consultants

When knowledge or technical skills are needed that cannot be provided by persons on the staff, consultant assistance may be considered.

All consultants will be approved by the superintendent or his/her designee prior to the invitation and arrangement for visitation by such person or persons to the district. Any proposed contracts with consultants will be submitted to the Board for approval and will be accompanied by figures showing the estimated cost of the consulting project to the district.

Consultants who serve this district will exercise no authority over the work of the employees of the district but will act only as advisors in the field in which they are qualified to offer assistance. All supervision of employees remains in the hands of those to whom such responsibility has been delegated by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#) (3)
[ORS 332.075](#)
[ORS 332.505](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CM
Adopted: 12/13/21
Orig. Code: CM

Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district's compliance with the standards adopted by the State Board of Education for the preceding school year and submit that report to the Board.

The district's annual report will be presented orally at a public Board meeting by November 1 of each school year and will allow public comment on such report. This report will be posted on the district's web page.

The district will report on its compliance with state standards to Oregon Department of Education (ODE) by November 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.105](#)

[OAR 581-022-2260](#)
[OAR 581-022-2305](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CPA
Adopted: 9/10/12
Orig. Code: CPA

Layoff/Recall - Administrative Personnel

This policy ~~applies~~ is applicable to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

The Board ~~desires/expects administration to~~ will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators, the Board will consult with the employees or a designated representative of the employees covered by this policy.

The district will develop administrative ~~Administrative~~ regulations ~~shall be developed~~ to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)

Corrected 3/07/22

Sweet Home School District 55

Code: CPA-AR
Revised/Reviewed: 6/08/98
Orig. Code: CPA-AR

Layoff/Recall - Administrative Personnel

General ~~GENERAL~~

This administrative regulation ~~applies~~ is applicable to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs ~~will occur~~ shall be by position. A reduction in hours does not constitute a layoff.

The superintendent or designee shall ~~make offer~~ recommendations to the Board regarding transfers, both voluntary and involuntary, and the position(s) which will be eliminated. ~~Performance will be the primary factor considered in the layoff process. The superintendent or designee may consider license, qualifications, merit, competence, special training, additional educational attainments and other factors deemed relevant when making the recommendations. Length of service may be considered.~~ The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measure of one's administrative ability and effectiveness against the ability and effectiveness of another administrator.

The Board ~~desires/expects administration to~~ will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

The district determines that when ~~When~~ a layoff of licensed administrators is ~~deemed~~ necessary, the superintendent or designee will use the procedures described in Section II of this regulation. The superintendent or designee will make every reasonable effort to transfer a licensed and qualified administrator who will be laid off to a vacant administrative position for which the administrator is licensed and qualified, in accordance with the procedures described in Section III. The superintendent or designee may combine remaining positions, if it meets district curriculum needs, so that administrators continue to be licensed and qualified to perform available jobs.

Section ~~SECTION I -~~ **Definitions** ~~DEFINITIONS~~

1. "Competence" means the ability to perform the essential functions of a job or assignment based on recent experience, ~~additional training~~ or educational attainments, or both, but not based solely on type of license and endorsements of an employee. The superintendent or designee may interpret "recent experience" as having performed the essential functions of the job or assignment within the last five school years. The superintendent or designee, as a guideline, may consider whether a person has held a position "directly above" or a position "directly below" the eliminated position. "Directly above" means a supervisory position. "Directly below" means a direct or indirect reporting relationship to the superintendent.

2. “Merit” means the measurement of one administrator’s ability and effectiveness against the ability and effectiveness of another administrator.
3. “Seniority” ~~“Length of Service”~~ is calculated from the first day of actual continuous service as an administrator in the district inclusive of approved leaves of absence. If necessary, ties in length of service shall be broken by drawing lots.
4. “License” means a document or documents issued by Teacher Standards and Practices Commission permitting an individual to perform certain duties within a public school district.
5. “Qualifications” ~~mean~~ means training, experience, skill and other attributes in addition to the individual’s license.

Section II - Layoff Procedures

1. Administrative positions will be grouped by positions or assignments which the superintendent or designee determines are sufficiently comparable to use in the layoff process.
2. The superintendent or designee may use the following job groups as a guideline:
 - a. ~~1.~~ School Administrators
 - Group 1: High school/Middle school/Elementary principals
 - Group 2: Assistant principals
 - b. ~~2.~~ Central Office Administrators
 - Group 3: Directors (e.g., transportation, maintenance, special education, etc.)
 - Group 4: Coordinators (e.g., talented and gifted (TAG), special education, curriculum, etc.)
 - Group 5: Others
3. If a new administrative position is created, it will be placed in one of the existing job groupings or in a new job grouping, as determined by the superintendent or designee.
4. Upon recommendation by the superintendent or designee, the Board may eliminate one or more administrative positions within a job group or groups.
5. The superintendent or designee may recommend layoffs within job groups based on license, seniority, qualifications, merit and/or, competence, ~~special training, additional educational attainments, length of service and other relevant factors.~~
6. After identification of the administrator(s) to be laid off from a particular job group, the superintendent or designee will reassign the remaining administrators in that group to the remaining positions as necessary.
7. The superintendent or designee will determine whether the administrators identified for layoff will be transferred to a vacant administrative position under the procedures of Section III below or as provided for in state law given the ~~option~~ ~~choice~~ of a classroom teaching assignment provided the administrator is licensed and determined by the district to be qualified based on merit and/or competence for the assignment.

Section III - Reassignments and Transfers

1. The superintendent or designee will review an administrator's personnel file, and from consultation with the administrator's supervisors, shall determine if an administrator who will be laid off under Section II can be transferred to a vacant administrative position. Each transfer may be based on license, seniority, qualifications, merit, competence, special training, additional educational attainments, length of service, experience in or preparation for the new assignment and previous administrative positions held as determined by the superintendent or designee.
2. An administrator may voluntarily accept a classroom teaching assignment in lieu of a layoff.
 - a. The administrator may accept a classroom teaching assignment which is currently vacant.
 - b. If the administrator previously taught and was a contract teacher in the district, the administrator may displace ("bump") a probationary or contract teacher with less seniority.
 - c. If the administrator never taught in the district, the administrator may displace ("bump") a probationary teacher with less seniority.
3. While an administrator retains their rights to recall to a vacant administrative position in accordance with Section IV below, an administrator who voluntarily accepts a classroom teacher assignment will also be covered by the layoff/recall and other provisions of the collective bargaining agreement governing regularly employed teachers for purposes of their rights as teachers.

Section IV - Recall

1. An administrator who is laid off under this procedure shall be placed in a recall pool. An administrator who resigns rather than accept layoff or reassignment under this procedure forfeits rights to be placed in the recall pool.
2. An administrator will be maintained in the recall pool for a period of not more than 27 calendar months from the effective date of layoff.
3. A laid-off administrator who rejects recall to a position offered by the district for which the administrator is licensed and qualified to perform unless excused by physical disability, and which is similar to the workday or work year of the person's previous position, thereby waives any further recall rights, and the administrator's employment terminates effective the date of rejection of the job offer.
4. Licensed and qualified administrators will in order to be considered for recall based on proper licensure, the employee must be licensed and qualifications qualified to perform the essential functions of the job. The district retains the right to recall a less senior administrator to the position if that individual has more merit and/or competence.
5. Administrators will be recalled based on license, seniority, qualifications, merit, competence, special training, additional educational attainments, length of service and other relevant factors.
6. Notification of recall will be delivered in person or deposited as certified mail, postage prepaid and addressed to the last known address of the laid-off employee. It is the responsibility of the administrator to ensure up-to-date mailing information is provided to the district. The individual shall be allowed 10 calendar days from the date of personal delivery or postmark to accept the position in writing. If the individual declines the recall or fails to accept within the 10-day period or

fails to report for duty on the date specified in the recall notice, the individual's name will be removed from the recall pool. The individual will be considered to have resigned employment with the district and ~~waived~~waives any further right of recall.

7. An administrator who wishes to remain eligible for ~~recall~~reinstatement to a position requiring a license must maintain a valid license.
8. Individuals who wish to waive ~~recall~~re-employment rights prior to 27 months subsequent to the effective date of a layoff may do so by written notification to the district. Such notice will be considered a voluntary resignation and the individuals shall forfeit all employment rights with the district.
9. Employees returning from layoff shall be credited with all seniority and sick leave the employee earned prior to the effective date of the layoff, but the employee shall not accrue leave, benefits or seniority during the period of the layoff. If applicable, the district will apply any sick leave accrued from another school district employment during the recall time as allowed by state law.
10. An employee who has been laid off has the option of continuing the employee's health insurance program at the employee's expense for up to 18 months, subject to the approval and rules of the insurance carrier(s).
11. An employee must have completed at least 135 contract days during ~~1 one~~ school year in order to be eligible for ~~1 one~~ vertical step advancement for the succeeding school year. If, because of layoff, an employee does not complete at least 135 contract days that school year, the employee will be placed on the same salary schedule step as the employee was on prior to layoff.
12. Nothing in this regulation shall be construed so as to interfere with the district's right to dismiss an administrator, not extend the contract of an administrator or dismiss or nonrenew the contract of a probationary administrator pursuant to state law.
13. An individual who is no longer employed as an administrator in the district due to resignation, assignment to a nonadministrative position, expiration of the recall period or rejection of a position offered by the district shall receive salary for all unused vacation time following the termination of employment as an administrator.

Section~~SECTION~~ V - **Announcements of Decisions**~~ANNOUNCEMENTS OF DECISIONS~~

Public announcements of layoff decisions should occur only after prior notice to affected administrators. Certain circumstances may, in some cases, prevent prior notice and employees will be notified as soon as is practical.

Section~~SECTION~~ VI - **Appeal Procedure**~~APPEAL PROCEDURE~~

An appeal from a layoff decision shall be by arbitration pursuant to the employee's individual employment contract, administrator group contract ("~~employment agreements or meet and confer agreements~~collective bargaining agreement") or rules of the Employment Relations Board.

Section~~SECTION~~ VII - **Future Changes in Procedure**~~FUTURE CHANGES IN PROCEDURE~~

The district reserves the right to amend, revise or repeal all or any part of this procedure at any future time and no employee shall have any vested right in the continuation of this procedure or any amendment thereof; provided, however, that no amendment or repeal of this procedure shall prejudice the reinstatement rights of any individual who is in the “recall pool” at the time these procedures are amended, revised or repealed. The district will also consult with employees covered by this administrative regulation prior to making any decisions regarding changes to this procedure.

Corrected 3/07/22