



Peters Township School District

Policy: 2480

Title: Delineation of Responsibilities and Roles

Board of School Directors and Administrative/Supervising Staff

Adopted: 6/15/81

1 PREAMBLE

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3 The Board of School Directors reaffirms its commitment to the orderly, efficient,
4 and productive operation of the schools of the District, with the objective that the
5 students shall be the primary beneficiaries of this commitment. To this end, a close,
6 mutually supportive, and operationally effective working relationship between the Board
7 and its professional staff is essential.

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9 Basic to this statement of delineation of duties and responsibilities are recognition
10 and acceptance of the following principles:

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12 1. Effective public education requires strength in both school board and professional
13 roles. These roles ought not and need not be adversarial.
14 2. A team approach to the resolution of specific problems and to the demands of
15 governance generally is an imperative for optimum role performance.
16 3. The Board of School Directors serves essentially as a legislative body in the
17 development and evaluation of policies, within the framework of law and externally
18 imposed mandates.
19 4. The administrative/supervisory staff, under the direction of the Superintendent of
20 Schools, has primary responsibility for the administration of the District's schools
21 and procedures in accordance with Board policies and with externally mandated
22 controls and requirements.
23 5. The distinction between strictly legislative and strictly administrative functions
24 frequently is unclear and ambiguous.

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26 SCHOOL BOARD RESPONSIBILITIES

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28 1. Adoption of policies governing the overall operation of the District and its school
29 insofar as these lie within its statutory powers, modification of those policies to
30 meet emerging needs and requirements, conformity in its actions to the provisions
31 of adopted policies, and objective evaluation of the effectiveness of the operation of
32 those policies.
33 2. Timely and responsible corporate performance of duties and responsibilities
34 delegated to the School Board by the Legislature or assigned by another body or
35 agency having delegatory or jurisdictional powers.

- 36 3. Delegation to the professional staff through the Superintendent responsibility for all
37 administrative/supervisory functions unless otherwise reserved by Board policy or
38 statutory requirement, including discretionary authority to act where formal written
39 policies do not exist, timing stringencies or external influences require, or such
40 authority is implicit in the management function.
- 41 4. Recognition of and adherence to the provisions of the District's table of
42 organization and position descriptions.
- 43 5. Support for the professional staff, through the Superintendent, in all decisions
44 that conform to acceptable professional standards and Board policies; support for
45 the administrative team concept intended to enhance the quality of decision-making.
- 46 6. Objective evaluation of District operation and staff performance through a policy-
47 based reporting procedure.
- 48 7. Establishment with the administrative/supervisory staff through the Superintendent
49 of a system of communications that will be mutually useful; will assure consultation
50 including recommendation prior to meaningful Board action; will make available
51 the individual and collective expertise of Board members and staff members; and
52 will contribute to the orderly and expeditious handling of complaints, requests, and
53 other communications.
- 54 8. Adoption annually of considered and significant District goals for the coming year,
55 with adequate provision for budgeting and staffing to facilitate their
56 accomplishment.
- 57 9. Sensitivity to emerging and communicated community interests and demands, with
58 the accompanying need to weigh these against the overall District welfare and
59 interest.
- 60 10. Commitment to public education in its many-faceted aspects and to the educational
61 well being of students generally as well as individually, balanced against the need
62 for prudent allocation of resources and the demonstration of fiscal responsibility.

63 64 ADMINISTRATIVE/SUPERVISORY RESPONSIBILITIES

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- 66 1. Implementation and administration of adopted Board policies.
- 67 2. Management of the day-to-day operations of classroom, building, level, and
68 District.
- 69 3. Provision of leadership for the District's educational programs.
- 70 4. Preparation of informational, advisory, and or recommendatory reports to the
71 Board.
- 72 5. Interpretation of policies, programs, and procedures to the community.
- 73 6. Objective evaluation of personnel, programs, and procedures.
- 74 7. Discharge of responsibilities as set forth in position descriptions, including annually
75 defined target areas incorporating adopted District goals, and observance of and
76 adherence to the District's table of organization.
- 77 8. Timely and responsible performance of duties and responsibilities assigned by the
78 Legislature or other body or agency having powers to so assign, including
79 performance of assignments by other staff members or the School Board through
80 the Superintendent.

- 81 9. Support for the administrative team concept and for other members of the
82 professional and classified staffs in all lawful decisions conforming to acceptable
83 professional or job related standards, adopted District policies, and established
84 administrative procedures.
- 85 10. Recognition of the Board's unique role as duly elected representatives of the public
86 and as a creature of the Legislature.
- 87 11. Commitment to the educational and personal progress and growth of students
88 generally and individually, with a consequent commitment to meet recognized and
89 legitimate needs as effectively as possible within the limitations of human,
90 economic, and community resources.