

**Administration**

**CONCEPTS AND ROLES**

The Governing Board recognizes that district administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The Superintendent or designee may make decisions concerning district operations within the parameters of law and Board policy.

*(cf. [2110](#) - Superintendent Responsibilities and Duties)  
(cf. [9310](#) - Board Policies)  
(cf. [1220](#) – Citizen Advisory Committees)  
(cf. [2230](#) – Representative Deliberative Groups)*

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the district to fulfill its vision and goals. The Board also expects the Superintendent to help shape the culture and environment of the district in a manner that focuses district operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in district schools.

*(cf. [0000](#) - Vision)  
(cf. [0100](#) - Philosophy)  
(cf. [0200](#) - Goals for the School District)  
(cf. [0500](#) - Accountability)  
(cf. [2111](#) - Superintendent Governance Standards)*

The Board and Superintendent shall work together as a team in the exercise of district governance. The Board and Superintendent shall establish protocols that describe how the governance team will operate, including, but not limited to, agreements regarding Board meeting operations and communications between the Superintendent and the Board.

*cf. [9000](#) - Role of the Board)  
(cf. [9005](#) - Governance Standards)*

Because the Superintendent is the only district employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the Superintendent possesses the skills and attributes that best meet the needs of the district.

*(cf. [2120](#) - Superintendent Recruitment and Selection)*

The Board and Superintendent shall agree upon a system for evaluating the Superintendent, including the evaluation criteria, method, evaluation instrument, process, and timeline.

*(cf. [2140](#) - Evaluation of the Superintendent)*

The Superintendent may delegate to other district staff any duties imposed upon him/her by the Board. This delegation shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

*(cf. [1220](#) - Citizen Advisory Committees)*

(cf. [2210](#) - *Administrative Discretion Regarding Board Policy*)  
(cf. [2230](#) - *Representative and Deliberative Groups*)  
(cf. [4300](#) - *Administrative and Supervisory Personnel*)  
(cf. [4301](#) - *Administrative Staff Organization*)

Within the parameters of law, the Board may employ administrative and supervisory personnel to assist in the effective management of the district. All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall evaluate him/her on how well those expectations have been met. In turn, the Superintendent or designee shall clearly state what is expected of all other administrators and shall evaluate how well those expectations have been met.

(cf. [4300](#) – *Management, Supervisory and Confidential Personnel*)  
(cf. [4315](#) – *Evaluation/Supervision*)  
(cf. [4319.3](#) – *Duties of Personnel*)

*Legal Reference:*

**EDUCATION CODE**

*35020 Duties of employees fixed by governing board*

*35028 Qualifications for employment*

*35031 Term of employment*

*35160 Authority of governing boards*

*35160.1 Broad authority of school districts*

*35161 Powers and duties generally*

*41401-41407 Teaching and nonteaching certificated employee ratio*

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California  
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**WEST SONOMA COUNTY UHSD**  
Sebastopol,