ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2001**

**ADMINISTRATION**

**Purpose and Role of the Administration**

Proper administration of the schools is vital to a successful educational program. The District’s administrative organization shall be determined by the Superintendent.

The general purpose of the administrative team shall be to coordinate and supervise, in accordance with the policies of the Board, the creation and operation of an atmosphere in which students learn most effectively.

Each administrator shall have the authority and responsibility necessary for his/her specific administrative assignment. Each shall be accountable for the effectiveness with which the administrative assignment is carried out.

The Board shall be responsible for clearly specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met.

Major goals of the administrative team shall include but not limited to:

1. Managing the District’s various departments and programs effectively;
2. Providing professional advice and counsel to the Board and to advisory groups established by Board action. Preferably, where feasible, this well be done through reviewing alternatives, analyzing advantages and disadvantages of each, and recommending a selection from among alternatives;
3. Assuring the best and most effective learning programs through the achievement of such subgoals as:
4. Providing leadership in keeping abreast of current educational trends;
5. Coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials;
6. Arranging for staff development necessary to improve learning; and
7. Providing means to channel the ideas of staff, students, parents and others into the decision-making process;
8. Developing, in conjunction with the Board, both long range (3-5 years) and yearly short-range goals for system improvement.

Administrative duties and functions shall be evaluated, in part, in terms of contributions made to attaining the District’s educational goals. The Board directs the Superintendent to consult with appropriate staff members in the development of administrative regulations, goals, and procedures.