

**C-0050 © CA  
ADMINISTRATION GOALS /  
PRIORITY OBJECTIVES**

The District administration is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff members in their efforts to reach educational goals adopted by the Board.

The Board expects the administration to specialize in:

- The processes of decision making and communication.
- Planning, organizing, implementing, and evaluating educational programs.
- The demonstration of educational leadership.
- The development and maintenance of close working relationships and channels of communication within the District and the community.
- The minimization of misunderstandings.
- The development of cooperation toward attaining the educational goals adopted by the Board.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-4 NMSA](#)

**C-0100      CB**  
**SUPERINTENDENT**

The Board shall employ a Superintendent, who shall enforce the statutes of the state of New Mexico, the rules of the Secretary of Public Education, and the policies of the Local Board of the District.

The administration of the school system in all aspects is the responsibility of the Superintendent, whose functions shall be carried out in accordance with the policies of the Board.

The Superintendent may establish regulations for the administration of the District that are in compliance with applicable statutes or regulations of the Secretary of Public Education and the policies of the Governing Board. These regulations are binding on the employees of this District and students in the schools.

**Superintendent's Contract**

The Board may contract with a Superintendent for a term not to exceed three (3) years. The contract year for the Superintendent shall be twelve (12) months and shall begin on July 1 of the year and end on June 30. The Board will take action on an existing Superintendent's contract no later than February of the year the contract expires. The Board may extend the contract in the intervening year of a three (3) year contract. The Superintendent's benefits shall be determined at the time of appointment or reappointment and shall be made part of the written contract. The Board may also issue a contract addendum outlining any specific conditions or requirements negotiated by the Board and the Superintendent that extend beyond the regular contractual provisions.

*Adopted:* April 21, 2005

LEGAL REF.: [22-5-4 NMSA](#)

[22-10A-21 NMSA](#)

**C-0150 CBA  
QUALIFICATIONS AND DUTIES  
OF THE SUPERINTENDENT**

The Superintendent shall have appropriate certification. Further, the Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of New Mexico, rules of the New Mexico Secretary of Public Education, and adopted policies of the Governing Board. The Superintendent shall employ, fix the salaries of, assign, terminate or discharge all employees of the School District

The Superintendent is the District's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of the Superintendent's duties. When absent, the Superintendent will designate an appropriate level administrator to act on the Superintendent's behalf. The Superintendent is, however, responsible to the Board for all functions of the District, including those listed below.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-14 NMSA](#)

CROSS REF.: [CBI](#) - Evaluation of Superintendent

**C-0600 CBI  
EVALUATION OF SUPERINTENDENT**

A Board/Superintendent retreat will be held prior to the start of school each year to establish goals and expectations for the school year.

The Board at the January meeting will complete a formal evaluation of the Superintendent's performance. Formal evaluation information will be discussed in depth with the Superintendent.

Anytime during the school year, the Board or the Superintendent may initiate additional conferences related to performance and expectations.

The evaluation(s) shall relate to the Superintendent's duties, responsibilities, and progress toward established goals.

To enable the reemployment decision to be made in a timely manner, the completed written evaluation shall be presented to and discussed with the Superintendent in an executive session with the Board prior to any reemployment decision by the Board.

A copy of any written evaluation shall be given to the Superintendent. If in disagreement with such evaluation, the Superintendent may respond in writing to the Governing Board.

The evaluation and any comments by the Superintendent shall become a part of the Superintendent's confidential personnel file.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-4 NMSA](#)  
[22-5-14 NMSA](#)

CROSS REF.: [CBA](#) - Qualifications and Duties of Superintendent

**C-0900 © CCB**  
**LINE AND STAFF RELATIONS**

Unless otherwise specifically limited by statute or Board action, any of the powers and duties specifically assigned to the Superintendent may be delegated to others serving under the Superintendent. However, the Superintendent shall continue to be responsible to the Board for the satisfactory execution of all delegated power and duties.

Lines of authority shall be outlined by the Superintendent by means of organization charts, job descriptions, administrative regulations or directives.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-4 NMSA](#)  
[6.20.2.12 NMAC](#)

**C-1100 © CE  
ADMINISTRATIVE COUNCILS, CABINETS,  
AND COMMITTEES**

The Board authorizes the Superintendent to establish advisory councils, cabinets, and committees when deemed necessary for proper administration of Board policies and for the improvement of the total educational program. All cabinets, councils, and committees created by the Superintendent shall be for the purpose of obtaining to a maximum degree the advice and counsel of the personnel, clients, and patrons of the District.

The number, composition, and work to be done by such cabinets, councils, and committees shall be defined by the Superintendent.

*Adopted:*    date of manual adoption

**C-1200 CFA  
SCHOOL PRINCIPALS / BUILDING  
ADMINISTRATORS**

The primary duty of a principal is to administer and supervise the instructional program. A principal, as the educational leader of the school, will administer and supervise the school in accordance with policies and administrative regulations of the District.

A principal will be directly responsible to and will report only to the Superintendent and will keep the Superintendent informed of the conditions and needs of the school. Duties, authority, and responsibilities of the principal will be delegated only by the Superintendent. These duties include, but are not limited to, the following:

- A principal is responsible for the operation of the educational program of the school.
- A principal is responsible for the supervision and evaluation of the building staff members and the development of professional development plans or job improvement plans to assist school employees to improve.
- A principal will recommend employment, promotion, transfer, discharge and termination of school employees in the assigned school.
- A principal will maintain discipline on the part of personnel and students.
- A principal will care for and protect the building, the equipment, the grounds, and other school property.
- A principal will maintain school records and prepare reports.
- A principal will develop a proposed budget for the public school, with input from the school council, and submit it to the Superintendent.
- A principal will take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills.
- A principal will be responsible for maintaining a close relationship with the community and should interpret the educational program to the citizens of the District.
- A principal will remain well informed relative to modern educational thought and practice.
- A principal will perform other duties assigned to him by the Superintendent to implement the policies of the Board.

*Adopted:* date of manual adoption

LEGAL REF.: [22-10A-18 NMSA](#)

**C-1350 © CFD  
SCHOOL - BASED MANAGEMENT**

**(School Councils)**

The Board authorizes the establishment of a school council at each school site. The school council shall work with the school principal and give advice, consistent with state and School District rules and policies, on instructional issues and curricula and on the public school's proposed and actual budgets.

The school council shall develop creative ways to involve parents in the schools, champion for students, build community support and encourage community participation in the public schools.

Develop strategies/designs that may coordinate with any existing work force development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities

This shared decision making shall not supersede Board, Superintendent, or principal decision-making responsibilities unless waived by the Board.

**Membership**

The school council at each school shall reflect an equitable balance between school employees and parents and community members and shall be composed of:

- Three (3) parents of students enrolled in the school who are not employed by the District.
- Two (2) teachers.
- One (1) nonlicensed employee.
- Three (3) community members, one who must represent the business community if such person is available.

The initial representatives shall be selected at public meetings held at the school site, and, thereafter, representatives shall be selected by their groups at an annual organizational meeting. Each group specified above shall select its school council appointees and shall submit the names of its respective representatives to the principal. Schools shall give notice of the public meeting where the representatives of the groups shall be selected, clearly stating its purpose, time and place. The notice shall be posted in at least three (3) different locations at the school site and in the community and shall be given to pupils for delivery to their parents or guardians. Should a council member resign or move the principal may appoint an interim member of the group until the next organizational meeting.

The principal will call advisory council meetings and maintain minutes, post the agenda, and provide necessary resources for their functions in accord with Statutes, Secretary of Public Education regulations and District policy and regulations.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-16 NMSA](#)

CROSS REF.: [BDD](#) - Board-Superintendent Relationship

[CCB - Line and Staff Relations](#)



**REGULATION      REGULATION**

**SCHOOL - BASED MANAGEMENT**

**(School Councils)**

**Role and Responsibility of the School Council**

The council:

- Is advisory to the school administrative staff.
- Is a representative group that solicits input from parents, community, and staff members.
- Reviews literature and data.
- Makes recommendations for school improvement.
- Monitors implementation structure for new instructional designs.
- Provides local leadership and representation in the school decision-making structure.

There may be a tendency for a school council to lose its understanding of extended ownership to groups affected by its decisions, and, in effect, become a new local bureaucracy. To avoid this result, employees must be aware and remind one another that the movement to shared decision making at the school level is not for the purpose of creating new, smaller bureaucracies to replace a larger bureaucracy, but, rather, a movement to involve all constituencies in fulfilling the mission and beliefs of the District.

**EXHIBIT EXHIBIT**

**SCHOOL - BASED MANAGEMENT**

**(School Councils)**

Research has identified characteristics of effective schools. Such research makes it clear that the most influential unit of effective school change or improvement is the individual school demonstrating the following characteristics:

- Consensus on explicit instructional goals and beliefs (mission statement).
- District-level support for school improvement; Board, administration, and staff commitment to current research and the District-adopted mission statement.
- Ongoing staff development and training.
- High level of parental involvement and support.
- Individual school autonomy and flexibility in the development of new curricular and instructional designs.
- Collaborative, collegial instructional planning.
- A focus on basic skills acquisition.
- An emphasis upon higher-order cognitive skills.
- Teacher responsibility for effective instructional and classroom management decisions and practices.
- Teacher/parent accountability and acceptance of responsibility for student performances.
- A safe, orderly, and disciplined school climate.
- Strong instructional leadership.
- Frequent monitoring of student progress.
- Measurable student performance outcomes.

**C-1950 © CH**  
**POLICY IMPLEMENTATION**

The Superintendent has the responsibility for carrying out, through administrative regulations, the policies established by the Board. The administrative regulations shall specify required actions and reflect the detailed arrangement under which the District will be operated.

The policies adopted by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. All employees and students shall comply with Board policies and administrative regulations.

*Adopted:*    date of manual adoption

LEGAL REF.:    [22-5-4 NMSA](#)

[22-5-14 NMSA](#)

**C-1961 © CH-R**

**REGULATION REGULATION**

**POLICY IMPLEMENTATION**

Principals, directors, and others designated by the Superintendent shall establish procedures for conducting activities within their individual units that are consistent with administrative regulations and Board policies.

**C-2150 © CHCA  
HANDBOOKS AND DIRECTIVES**

Curriculum guides, manuals, handbooks, pamphlets, and similar publications will be presented to the Superintendent for approval prior to publication. The Superintendent shall ensure that all such publications are consistent with Board policies and administrative regulations.

Copies of all such publications shall be provided to the Board.

*Adopted:*    date of manual adoption

**C-2161 © CHCA-R**

**REGULATION REGULATION**

**HANDBOOKS AND DIRECTIVES**

All curriculum guides, manuals, handbooks, pamphlets, and similar publications shall be reviewed by the principal or supervisor, and shall be forwarded to the Superintendent for approval prior to printing and distribution.

**C-2200 © CHD  
ADMINISTRATION IN THE  
ABSENCE OF POLICY**

The Superintendent shall have the authority to implement action if a situation should develop that is not covered by established Board policy. It is the Superintendent's duty to inform the Board of any such action and of the need to develop an official policy.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-4 NMSA](#)

[22-5-14 NMSA](#)

**C-2350 © CK**  
**ADMINISTRATIVE CONSULTANTS**

Professional consultants from the New Mexico School Boards Association, the New Mexico Public Education Department, universities, and colleges, as well as other resource persons, may be used when such consultive services will be helpful in the improvement of the instructional program. All consultants shall be approved by the Superintendent prior to the invitation and arrangement for such visitation.

*Adopted:* date of manual adoption

LEGAL REF.: [22-5-14 NMSA](#)



**C-2450 CM**  
**SCHOOL DISTRICT ANNUAL**  
**ACCOUNTABILITY REPORT**

The Board shall make an annual accountability report as determined by the Public Education Department containing such information and surveys as may be required by state statute or administrative code. Preparation of the report shall be in accord with the relevant statutes.

The Districts annual accountability report shall be adopted by the Board. No later than November 15 of each year the report may be published in a newspaper of general circulation in the county where the District is located. The report, titled "The School District Report Card", shall be disseminated in accordance with guidelines established by the Secretary of Public Education.

*Adopted:* date of manual adoption

LEGAL REF.: [22-1-6.1 NMSA](#)

[22-2C-11 NMSA](#)

[22-8-23.3 NMSA](#)

