

Board Policy 6100: Superintendent**Status:** Adopted**Original Adopted Date:** 06/2015 | **Last Revised Date:** 10/13/2025 | **Last Reviewed Date:** 09/08/2025Duties and Authorities

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools, in accordance with Board policies and directives and State and federal law. The Superintendent is hereby granted authority to act on behalf of the Board and the District in all administrative matters with the exception of those matters specifically reserved for the Board in law or rule for which there lawfully cannot be any delegation by the Board. The Superintendent is also authorized to develop administrative procedures to implement Board policy and to delegate duties and responsibilities. Delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action which was delegated. The Superintendent shall also be responsible for the oversight, maintenance, operation, and improvement of all District facilities and grounds.

The Board hereby delegates authority to the Superintendent to declare positions vacant should an employee willfully refuse to acknowledge receipt of an employment contract or the employment contract is not signed and returned to the Board in the designated period of time.

Qualifications and Appointment

The Superintendent must be of good character, morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid superintendent's endorsement.

When the office of the Superintendent becomes vacant, the Board will conduct a search to find the most capable person for the position.

Evaluation

The Board will conduct a written formal evaluation, at least annually, of the performance of the Superintendent using standards and objectives developed by the Superintendent and the Board which are consistent with the District's mission and goal statements. The Board shall include progress towards the targets for student outcomes found in the Annual Strategic Plan in the evaluation by using relevant data to measure growth.

A specific time shall be designated for a formal evaluation session. The evaluation should include a discussion of strengths and weaknesses in the year immediately preceding the evaluation, as well as performance areas needing improvement. A portion of the evaluation must include multiple objective measures of student growth in achievement as defined in Section 33-1001, Idaho Code.

As part of the superintendent's annual evaluation, surveys will be administered to district staff and community members in conjunction with the same surveys for the principal. The feedback collected

will be reviewed and considered by the Board when evaluating the superintendent's performance. Survey results will also be used in collaboration with the superintendent to establish goals and priorities for the following school year.

Compensation and Benefits

The Board and the Superintendent shall enter into a contract approved by the State Superintendent of Public Instruction. This contract shall govern the employment relationship between the Board and the Superintendent.

Legal References

IC § 33-1001

Description

Foundation Program – State Aid –Apportionment – Definitions

IC § 33-320

Continuous Improvement Plans and Training

IC § 33-513

Professional Personnel

IDAPA 08.02.02.120

Local District Evaluation Policy

No. CV-04-537-E-BLW, 2006 U.S.
Dist. Ct.

Hancock v. Idaho Falls School District No. 91, LEXIS
52243

Cross References

Code

1315

Description

[District Planning](#)

1320

[Management Rights](#)

1410

[Board/Superintendent Relationship](#)

5105

[Certificated Personnel Employment](#)

5220

[Assignments, Reassignments, Transfers](#)