

C – General Administration

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ADOPTED 9/2023

CA ADMINISTRATIVE PERSONNEL ETHICS

All administrative/supervisory personnel are required to function from the Code of Ethics. Every member of a profession carries a responsibility to act in a manner becoming of a professional person. This implies that each school administrator has an inescapable obligation to abide by the ethical standards of the profession.

The school administrators consistently uphold the honor and dignity of the profession in all actions and relations with students, colleagues, Indian Board of Education members and the public. The school administrators carry out in good faith all policies duly adopted by the Indian Board of Education.

CB COMPREHENSIVE NEEDS ASSESSMENT

A comprehensive needs assessment will be conducted annually. The assessment will include, but not be limited to: data on school climate, academic achievement, parent involvement, school improvement, school effectiveness, communication, and youth risk behaviors. All stakeholders will be asked to participate.

CBD ADMINISTRATION

Administration is comprised of the Superintendent, Principal, Business Manager and Department Supervisors.

CBDE ADMINISTRATORS QUALIFICATIONS

The Administrators shall meet all requirements established by the Indian Board of Education. Additional qualifications for a P.L. 100-297 Tribal School, shall include:

1. Prior experience in developing and administering a grant/contract school.
2. Knowledge of federal and state regulation regarding educational and support programs.
3. Technical skills in policy development, long-range planning, program and personnel evaluation, curriculum development, fiscal management, program planning and writing and related skills.
4. Knowledge of educational and other needs of Native American students.
5. Specific skills in employee supervision processes and procedures.
6. Reporting and communicating as required.
7. Facilitating collaboration among and within teams.
8. The basic duties of administrative personnel as outlined in job descriptions.

CE ADMINISTRATION COMPENSATION AND BENEFITS

The Administration compensation and fringe benefits will be established by the Indian Board of Education.

CEA ADMINISTRATION CONSULTING

The Indian Board of Education will be informed of any consultative work, speaking engagements, or other professional obligations that are undertaken.

CEI EVALUATION OF THE ADMINISTRATORS

The Superintendent will be evaluated by the Indian Board of Education according to the Evaluation schedule. All Department Supervisors will be evaluated by the Superintendent according to the evaluation schedule.

CEJ SEPARATION OF ADMINISTRATION

Throughout the term of the contract with the Indian Board of Education, the Administration shall be subjected to the PILC Code of Conduct and other applicable policies. Administrative Personnel are subject to separation (termination) procedures as indicated in the Personnel Policies.

CF BOARD-ADMINISTRATOR RELATIONS

Refer: BBD BOARD-ADMINISTRATOR RELATIONS

The legislation of policies is the most important function of the Indian Board of Education, and the execution of policies should be the function of the Administration. Delegation by the Indian Board of Education of its executive powers to the Administrators provides freedom for the Administrators to manage the school within the Indian Board of Education’s policies, and frees the Indian Board of Education to devote its time to policy making and assessment of all school operations. The Indian Board of Education holds the Administrators responsible for carrying out its policies within established guidelines and for keeping the Indian Board of Education informed about school operations. In an effort to keep the Indian Board of Education informed, the Administrators will notify the Indian Board of Education Members as promptly as possible of any happenings of an emergency nature which occur in school.

CG ADMINISTRATIVE PERSONNEL POSITIONS

The Indian Board of Education approves all positions in the organization chart as presented by the Superintendent.

CGA ADMINISTRATIVE PERSONNEL RECRUITMENT

The Indian Board of Education will actively recruit for Administrative positions. Indian and Veterans Preference will be followed.

CGB ADMINISTRATIVE PERSONNEL HIRING

The Indian Board of Education shall contract with the Administrators in the school. Indian and Veterans Preference will be followed.

CGC ADMINISTRATIVE PERSONNEL ASSIGNMENT

The Indian Board of Education shall approve Administrative personnel assignments.

CGD ADMINISTRATIVE PERSONNEL RESIGNATIONS

Administrative personnel are subject to resignation procedures as indicated in the Personnel Policies.

CGPA ADMINISTRATIVE PERSONNEL EXPENSES

Administrative personnel shall be reimbursed for travel expenses incurred while on official school business at the rate set by the Federal Government Services Administration.

CGPD ADMINISTRATIVE PERSONNEL LEAVE AND ABSENCES

The administrative personnel will follow the personnel policy Section G for leave and absences.

CGPF ADMINISTRATION IN POLICY ABSENCE

In cases where policy is absent and action must be taken within the school system the Administration shall have the power to act. Such decisions, however, shall be subject to review

by action of the Indian Board of Education. It shall be the duty of the Administration to inform the Indian Board of Education at the next regular board meeting.

CMB ADMINISTRATIVE RECORDS

Administrative records shall be maintained and stored consistent with those requirements of the appropriate Tribal and Federal provision.

CN ADMINISTRATIVE REPORTS

All administrators shall be required to submit a quarterly narrative report to the Indian Board of Education, with the exception of the Business Manager who is required to submit monthly financial reports to the Finance Committee.

CO BUSINESS OFFICE

The Business Office is organized and maintained in a manner to assist and provide the Indian Board of Education with information necessary to create a solid financial basis on which the school system can operate.

CP TEAM STRUCTURE

Site-based teams are utilized for effective empowerment and decision making as part of the continuous school improvement process.