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Administration

Policy Title: Role of District Administration Code 300.1

Linn-Mar School District administrators have been given a great opportunity and responsibility to manage the district, to provide educational leadership, and to implement the educational philosophy of the district. They are responsible for the day-to-day operations of the district. In carrying out these operations as licensed by the State of Iowa, the administrators are guided by board policies, the law, negotiated agreements and contracts, the needs of the students, and the needs of the school district community.

It is the responsibility of the administrators and managers, led by the superintendent, to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities, and for the employees.

The board and the administration will work together to share information and decisions under the team management concept with the superintendent as the chief executive officer. Individuals acting in isolation should not make decisions for the team.

Adopted: 5/97
Reviewed: 12/10; 4/13; 12/16; 11/19
Revised: 11/11; 8/14
Related Policy (Code #): 301.1; 304.1
IASB Reference: 300



Administration – Administrative Structure

Policy Title: Management Code 301.1

The board and administrators will work together in making decisions and setting goals for the district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the district by investigating, analyzing, and expressing their views on issues. Board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the district.

The board is responsible for making the final decision in matters pertaining to the district.

It is the responsibility of the superintendent to develop guidelines for collaborative decision-making.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code#): 300.1; 304.1

Legal Reference (Code of Iowa): § 279.8 (2013)

IASB Reference: 301.1



Administration - Superintendent

Policy Title: Superintendent Role, Recruitment, and Appointment Code 302.1

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code#): 300.1; 301.1; 302.2-302.6; 304.1

Legal Reference (Code of Iowa): 29 USC §§ 621-634 (2012); 42 USC §§ 2000e et seq (2012); §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2013); 281 IAC 12.4(4); 1980 Op Atty Gen 367

IASB Reference: 302.1



Administration - Superintendent

Policy Title: Superintendent Contract and Contract Non-Renewal Code 302.2

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or non-probationary contract, the board will afford the superintendent appropriate due process, including notice by May 15, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from contract, or to retire, the superintendent must comply with applicable law and board policies dealing with retirement, release, or resignation.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code#): 300.1; 301.1; 302.1, .3-6; 304.1

Legal Reference (Code of Iowa): 279; 281 IAC 12.4; Martin v Waterloo CSD, 518 NW 2d 381 (Iowa 1994); Cook v Plainfield CSD, 301 NW 2d 771 (Iowa App 1980); Board of Ed of Ft Madison CSD v Youel, 282 NW 2d 677 (Iowa 1979); Briggs v Board of Directors of Hinton CSD, 282 NW 2d 740 (Iowa 1979); Luse v Waco CSD of Henry Co, 258 Iowa 1087, 141 NW 2d 607 (1966)

IASB Reference: 302.2



Administration - Superintendent

Policy Title: Superintendent Salary and Other Compensation Code 302.3

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code#): 300.1; 301.1; 302.1-2, .4-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .20 (2013); 1984 Op Atty Gen 47

IASB Reference: 302.3



Administration - Superintendent

Policy Title: Superintendent Qualifications and Responsibilities Code 302.4

The superintendent of schools will hold at a minimum a master's degree plus 30 semester hours of approved graduate preparation beyond the master's degree. The superintendent will also meet the licensure requirements as designated by the Iowa Board of Educational Examiners.

The Board of Directors may appoint the superintendent of schools for a term not to exceed three years. However, the board's initial contract with a superintendent shall not exceed one year if the board is obligated to pay a former superintendent under an unexpired contract.

The superintendent of schools will:

1. In all respects be the chief executive officer of the board, except as otherwise provided by law. The superintendent will have the power to make rules not in conflict with law or with the policies of the board and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
2. Be directly responsible to the board.
3. Be expected to initiate and direct the development of policies for the approval of the board and to delegate such responsibility to whomever they may deem appropriate or qualified.
4. Attend meetings of the board, except those concerned with their own contract status, and be granted the privilege of taking part in the deliberations; but shall not vote.
5. In order to assist the board in reaching sound judgments, establishing policies, and approving those matters which the law requires the board to approve; be responsible for placing before the board necessary and helpful facts, comparisons, investigations, information, and reports and for making available, at the proper time, the personal advice on special or technical matters of those persons who, in their opinion or that of the board or the president, are particularly qualified to furnish it.
6. Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the board as provided by law and the policies of the board with such recommendations reported to the board for final approval and confirmation.
7. Take the lead in developing and implementing the district's strategic planning process and accountability for the outcomes of the Strategic Plan in collaboration with the Board of Education, staff, students, and community.
8. Assume responsibility for the overall financial planning of the district and for the preparation of the annual budget and submit it to the board for review and approval.

9. Through the administrative staff, the superintendent will direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such duties as the board determines.
10. Accept responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students.
11. Direct the work of the professional staff in the evaluation of curriculum, textbooks, instructional materials, and assessments and upon the basis of such study, will make recommendations for consideration and judgment.
12. Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
13. Establish and maintain efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board.
14. Direct the formulation of salary programs and make recommendations regarding same to the board. After adoption by the board, the superintendent shall assign salaries to personnel on the basis of said programs.
15. Direct studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district, in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.
16. Keep the public informed about modern education practices and attend such conventions and conferences as are necessary to keep informed of the latest educational trends and the practices and problems in the school district.
17. Represent the board as a liaison between the district and the community.
18. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the district, affecting a wholesome and cooperative working relationship between the school district and the community.
19. Make administrative decisions necessary for the proper functioning of the district.
20. Conduct periodic district administrative meetings.
21. Perform other duties as may be assigned by the board.

Board authority and responsibility of the office of the superintendent will not be limited to the above listing as they pertain to the learning, development, and the welfare of students and staff.

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14

Related Policy (Code#): 300.1; 301.1; 302.1-3, .5-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8; .20, .23A (2013); 281 IAC 12.4(4)

IASB Reference: 302.4



The board will conduct an evaluation of the superintendent's skills, abilities, and competence. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administration leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acting with integrity, fairness, and in an ethical manner.
6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.

The formal evaluation will be based upon the following principles:

1. The evaluation criteria will be in writing, clearly stated, and mutually agreed upon by the board and the superintendent. The criteria based on the state administrator performance criteria and the professional superintendent criteria will be related to the job description and the school district's goals;
2. At a minimum, the evaluation process will be conducted annually at a time agreed upon;
3. Each board member will have an opportunity to individually evaluate the superintendent and these individual evaluations will be compiled into an overall evaluation by the board;
4. The superintendent will conduct a self-evaluation prior to discussing the board's evaluation and the board as a whole will discuss its evaluation with the superintendent;
5. The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and
6. The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent

in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Adopted: 8/89

Reviewed: 12/10; 4/13; 12/16; 11/19

Revised: 11/11; 8/14

Related Policy (Code#): 300.1; 301.1; 302.1-4, .6; 304.1

Legal Reference (Code of Iowa): Wedergren v Board of Directors, 307 NW2d 12 (Iowa 1981); §§ 279.8, .20, .23, .23A (2013); 281 IAC 12.3(4)

IASB Reference: 302.5



Administration - Superintendent

Policy Title: Superintendent Professional Development Code 302.6

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange their schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code#): 300.1; 301.1; 302.1-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8 (2013); 281 IAC 12.7

IASB Reference: 302.6



Administration – Administrative Employees

Policy Title: Administrator Qualifications, Recruitment, and Appointment Code 303.1

The board will employ building principals, administrators, and managers in addition to the superintendent to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator or manager, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In approving the selection of an administrator or manager, the board will also consider the district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative or managerial position based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators or managers.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code#): 300.1; 301.1; 303.2-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21 (2013); 281 IAC 12.4

IASB Reference: 303.2



Administration – Administrative Employees

Policy Title: Administrator Contract and Contract Non-Renewal Code 303.2

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the board will afford the administrator appropriate due process, including notice by May 15th, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated, as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators and managers who wish to resign, to be released from contract, or to retire must comply with applicable law and board policies dealing with retirement, release, or resignation.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code #): 300.1; 301.1; 303.1, .3-6; 304.1

Legal Reference (Code of Iowa): § 279; 281 IAC 12.4; Martin v Waterloo CSD, 518 NW 2d 381 (Iowa 1994); Cook v Plainfield CSD, 301 NW 2d 771 (Iowa 1980); Board of Ed of Ft Madison CSD v Youel, 282 NW 2d 677 (Iowa 1979); Briggs v Board of Ed of Hinton CSD, 282 NW 2d 740 (Iowa 1979)

IASB Reference: 303.3



Administration – Administrative Employees

Policy Title: Administrator Evaluation Code 303.3

An ongoing process of evaluating administrators on their skills, abilities, and competence will occur at a minimum, annually, concluding with a formal evaluation. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the district are met, promote growth in effective administrative leadership for the district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance, and future areas of growth. The evaluation is completed by the superintendent, signed by the administrator, and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acting with integrity, fairness, and in an ethical manner.
6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15th.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities, and competence.

Adopted: 8/14

Reviewed: 12/16; 11/19

Related Policy (Code #): 300.1; 301.1; 303.1-2, .4-6; 304.1

Legal Reference (Code of Iowa): §§ 279.8; .21-23A (2013); 281 IAC Ch 12.3(3); Ch 83

IASB Reference: 303.6



Administration – Administrative Employees

Policy Title: Associate Superintendent Qualifications, Contract, and Responsibilities Code 303.4

In order to assist the superintendent in carrying out the responsibilities of their office, and at the recommendation of the superintendent, the board may appoint an associate superintendent of schools who will perform such duties as assigned by the superintendent.

The associate superintendent must have the following qualifications:

1. A master's degree plus 30 semester hours of approved graduate preparation beyond the master's degree from an accredited institution;
2. The necessary licensure as required by the Iowa Board of Educational Examiners; and
3. Sufficient educational background and experience to merit recommendation by the superintendent.

The first two years of a contract issued to a newly-appointed associate superintendent shall be considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the board will afford the associate superintendent appropriate due process, including notice by May 15th, as required by law. The associate superintendent and board may mutually agree to terminate the administrator's contract at any time.

The associate superintendent:

1. Will be directly responsible to the superintendent;
2. Will assist the superintendent in the administration of the school district and, at the superintendent's discretion, render any assistance desired in carrying out the responsibilities of their office; and
3. Will implement, with fidelity, the policies of the board, Code of Iowa, federal law, and negotiated contracts.

If the associate superintendent wishes to resign, to be released from contract, or to retire, the associate superintendent must comply with applicable law and board policies dealing with retirement, release, or resignation.

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14; 9/16

Related Policy (Code#): 300.1; 301.1; 304.1

Legal Reference (Code of Iowa): §§ 279.8; .21 (2013); 281 IAC 12.4; 1980 Op Atty Gen 367

IASB Reference: 303.2



Administration – Administrative Employees

Policy Title: Building Principal Qualifications, Appointment, and Responsibilities Code 303.5

In order to assist the superintendent in carrying out the responsibilities of their office, and at the recommendation of the superintendent, the board may approve one or more principals to perform such duties as assigned by the superintendent and outlined in the function statements of Policy 303.5-R.

Building principals must have the following qualifications:

1. A master's degree from an accredited institution;
2. The necessary licensure as required by the Iowa Board of Educational Examiners; and
3. Sufficient educational background and experience to merit recommendation by the superintendent.

Principals will perform duties and responsibilities as designated by the superintendent subject to the policies of the school board, the Code of Iowa, federal law, and negotiated contracts.

Adopted: 2/01

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14

Related Code (Code #): 300.1; 301.1; 303.1-3; 303.5-R; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21 (2013); 281 IAC 12.4



Administrative Regulations Regarding Building Principal Responsibilities

Code 303.5-R

The superintendent delegates responsibilities to the building principal. Thus, the building principal is responsible to the superintendent, or through assistants/designees in particular areas of operation as outlined by the superintendent. The building principal is responsible for the performance of their responsibilities following board policy, negotiated agreements and contracts, and local, state, and federal laws, regulations, and rules.

The building principal shall be an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional development.
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
5. Acting with integrity, fairness, and in an ethical manner.
6. Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal, and cultural context.

The building principal shall:

- Administer general school building policies and regulations as they may apply to students, licensed personnel, and classified personnel in their schools;
- Keep the superintendent informed of important accomplishments, needs, and problems in the field of administration, personnel, instruction, and school-community relations in the school to which they are assigned;
- Provide opportunity and leadership for those working with them to share techniques, understandings, and ideas for improving the school program;
- Organize administrative and other aspects of the school so as to free themselves as much as possible for the major tasks of evaluating and improving the instructional program;
- Evaluate the efficiency of teachers and other employees assigned to their building and report such evaluation to the superintendent, upon request;
- Foster good public relations between the school and community;
- Supervise, along with the teachers, students in the school building and on the school grounds;
- Maintain records of school activities;

- Keep the staff aware of policy discussions in order for them to contribute to the thinking of the administrative team;
- Handle emergency situations, as necessary and, in the absence of any specific rule or regulation, principals should exercise their best judgment, keeping the superintendent [or designee] informed;
- Be responsible for assisting in the development of the curricula and in the planning and adapting of the course of study to the needs and interests of the students;
- Appraise and evaluate the effectiveness of the instructional program with the help of the faculty, district support staff, consultants, and lay personnel;
- Supervise certified staff, cooperatively, using standard criteria; and
- Carryout special duties relating to the administration of the total district as assigned by the superintendent.

In executing these duties and others that the superintendent may delegate to them, the building principal shall consider the needs of the students in the school district as well as the district's financial condition.

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14

Related Policy (Code #): 300.1; 301.1; 303.1-3; 303.5; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21 (2013); 281 IAC 12.4



Administration – Administrative Employees

Policy Title: Associate/Assistant Principal Qualifications, Appointment, and Responsibilities Code 303.6

In order to assist the superintendent in carrying out the responsibilities of their office and at the recommendation of the superintendent and building principals; the board may appoint, as need is established, one or more associate/assistant principals to perform such duties as assigned by the building principal.

An associate/assistant principal must have the following qualifications:

1. A master's degree from an accredited institution;
2. The necessary licensure requirements as required by the Iowa Board of Educational Examiners; and
3. Sufficient educational background and experience to merit recommendation by the superintendent.

Associate/assistant principals will perform all the duties and activities as designated by the building principal and superintendent subject to the policies of the board, the Code of Iowa, federal law, and negotiated contracts.

The superintendent and building principal shall review the functions of the associate/assistant principals on an annual basis.

Adopted: 6/70

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14

Related Policy (Code #): 300.1; 301.1; 303.1-3; 304.1

Legal Reference (Code of Iowa): §§ 279.8, .21 (2013); 281 IAC 12.4



**Policy Title: Administrator Code of Ethics
Code 304.1**

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitudes and beliefs of the district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the superintendent, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

1. Makes the education and well-being of students the fundamental value of all decision making.
2. Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Implements local, state, and national laws.
5. Advises the school board and implements the board's policies and administrative rules and regulations.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of students.
7. Avoids using their position for personal gain through political, social, religious, economic, or other influences.
8. Accepts academic degrees or professional certification only from accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties.
11. Accepts responsibility and accountability for one's own actions and behaviors.
12. Commits to serving others above self.

Adopted: 2/09

Reviewed: 4/13; 12/16; 11/19

Revised: 12/10; 11/11; 8/14

Legal Reference (Code of Iowa): §279.8 (2013); 282 IAC 13

IASB Reference: 305