

Table of Contents

Section C – General School Administration

Goals and Objectives of School Administration CA

Administrator Ethics CB

The administrator:

Organizational Chart CC

Administrative Line and Staff Relations CD

Superintendent of Schools CE

Superintendent Qualifications CEA

Superintendent’s Duties CEB

Superintendent Recruitment CEC

Compensation and Benefits CEE

Expense Reimbursement and Credit Cards CEF

Superintendent’s Professional Development Opportunities CEG

Evaluating the Superintendent CEI

Nonrenewing or Terminating the Superintendent’s Contract CEJ

Resignation CEK

Board-Superintendent Relations CF

Administrative Personnel CG

Compensation Guides and Contracts

Qualifications and Duties

Recruitment

Assignment

Orientation

Supervision

Administrative Intern Program

Travel Expense and Reimbursement

Administrator Evaluation..... CGI

SuspensionCGK

Hiring Consultants CJ

Professional Development Opportunities CK

Administrative Teams CL

Method of Appointment

Organization

Resources

Financial

Policy Implementation.....CM

Public Records.....CN

Types of Records

Central Office Records

Building Records

Public Access

Copies of Records

Disposition

Document Production, Including Electronic Information.....CNA

Destroying Documents

ReportsCO

Types of Reports

Annual

Budget Reports

Disseminating Reports