

**SUBSECTION 210 – SUPERINTENDENT**

**POLICY: 211. POSITION DESCRIPTION/QUALIFICATIONS**

The superintendent is the chief administrative officer of the School District. In this capacity, the superintendent is responsible for the operation and general coordination of all divisions of the school and its various functions in accordance with Board policy, and has general administrative supervision and control of all employees and the student body.

QUALIFICATIONS: In order to be considered for the position of superintendent, an individual must meet the following qualifications:

1. Hold a valid Wisconsin certification as a district administrator.
2. Hold a Master's Degree, or higher, from an accredited college or university.
3. Have demonstrated at least five years of superior performance as a school administrator.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: JANUARY 11, 1995

DATE OF REVISION: JANUARY 10, 1996

**POLICY: 212. RESPONSIBILITIES**

The superintendent's responsibilities shall be determined by the School Board and its policies in compliance with state statute. The responsibilities include, but are not limited to, the following:

1. Attend all meetings of the Board except when excused or his/her appointment, efficiency, and salary are being considered.
2. The interpretation and execution of Board policy.
3. Chief Professional Advisor to the Board on all matters pertaining to the school.
4. Leadership in the development, coordination, and operation of the program of instruction, together with the supervision of the professional personnel.
5. Management and supervision of school business affairs.
6. General supervision of building and site maintenance, the lunch program, the interscholastic athletic program, and of responsibilities delegated to other administrative personnel.
7. The recruitment of professional and operational personnel.
8. Ultimate supervision of all District employees.
9. Others as delegated by the Board.

DATE OF ADOPTION: NOVEMBER 10, 1993

DATE OF REVISION: JANUARY 11, 1995

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**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
SERIES 200 – ADMINISTRATION**

**POLICY: 213. EVALUATION\*\***

The Board shall conduct a formal written evaluation of the superintendent's performance in July of each year. The evaluations shall be conducted by the Board and be based upon the performance objectives and district goals as agreed to by the Board and the superintendent. A goal-setting session shall be conducted in July of each year to determine the district goals for the current school calendar year. In December, the superintendent shall brief the Board on the progress of each district goal. The Board retains the right to add, remove, or amend any district goals.

DATE OF ADOPTION: NOVEMBER 8, 1995  
DATE OF REVISION: JUNE 11, 2008

**SUBSECTION 220 – ADMINISTRATIVE STAFF**

**POLICY: 221. ADMINISTRATIVE POSITIONS**

The administrative structure of Arrowhead High School including positions and responsibilities shall be as determined by the Board. The Board shall consider necessary areas of administration and input from the superintendent in specifying these positions.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: JANUARY 11, 1995

**POLICY: 222. PROFESSIONAL STAFF HIRING**

The Board of Education has the legal responsibility of approving the employment of all professional employees. While this responsibility cannot be waived, the Board assigns to the superintendent the process of recruiting staff members. In carrying out this responsibility, the superintendent will involve various administrative, teaching staff, and school board members as is appropriate. All professional personnel selected for employment must be recommended by the superintendent and approved by the Board.

Professional staff members shall be certified in accordance with the requirements of the Department of Public Instruction prior to employment by the Arrowhead Union High School District, as provided in state law. A copy of the certificate, license, or permit shall be submitted to the superintendent.

The District shall seek to employ the best-qualified people available through an effective recruitment procedure. A personal interview will be required for all personnel who are employed by the District. Wherever possible, at a minimum, the following individuals will be involved in the hiring process for the identified positions:

<b>POSITIONS TO BE HIRED</b>	<b>POSITIONS INVOLVED IN HIRING</b>
Business Manager, Principal, Director of Learning, Director of Student Services, Activities Director, and Director of Buildings and Grounds	Superintendent, Board Personnel Committee, and Administrative representation
Associate Principals, Department Chairs, and Department Coordinators	Superintendent and Building Principal
Professional Teaching Staff	Superintendent, Building Principal, and Department Chairs/Coordinators
Support Staff	Building Principal and appropriate representation of staff members who may have a stake in the outcome of the position hiring

**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
SERIES 200 – ADMINISTRATION**

Personnel hiring and administration in the District shall be conducted so as not to discriminate against employee or applicant on the basis of race, citizenship, religion, political affiliation, disability, sex or sexual orientation, age, national origin, handicap, marital status, ancestry, color, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of lawful products during non-working hours, or any other reason prohibited by state or federal law.

Criteria for hiring include qualifications, previous work experience, previous evaluations in the District or elsewhere, and ability to perform the essential job functions.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

As required by federal law, each prospective employee must verify their employment eligibility, and attest under penalty of perjury that the documents he/she has presented (e.g. U.S. Passport, birth certificate, social security card, driver's license) are genuine and relate to him/her. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification.

DATE OF ADOPTION: DECEMBER 12, 2007  
DATE OF REVISION: MARCH 13, 2013