

The general purpose of the Administration shall be to coordinate and supervise, under the policies of the School Administrative Unit and each Board, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive officer, the Superintendent, to provide at the District level the professional administrative leadership demanded by such a far-reaching goal. Vision, initiative, resourcefulness, and wise leadership – as well as consideration and concern for staff members, students, parents, and others – are essential for effective administration.

The Superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for his/her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

The School Board recognizes that a key to long-term success for a school board, administration, and a school district is a viable, usable and active school district strategic plan. With this in mind, the School Board directs the administration to oversee the development of this plan. The Board will annually review and adopt an updated multi-year strategic plan for the school district. This plan will be reviewed by September of each calendar year.

Additionally, each school will be responsible for developing an implementation plan for each school year that aligns to the district multi-year (minimum of three year) strategic plan. Regular progress reports will be made throughout the year to the various School Board committees.

Major goals of administration shall be:

- To manage the District's various departments, units, and programs effectively.
- To provide professional advice and counsel to Board and to advisory groups established by Board action. Where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending appropriate action from among the alternatives.
- To implement and manage functions that assure the best and most effective learning programs, through achieving such goals as: (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary in order to establish and provide learning programs that better meet learner needs; (c) coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials; (d) encouraging improvement ideas and decision-making among staff, students, parents, and others; and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

**Legal References:**

*N.H. Code of Administrative Rules –  
Section Ed. 302, Duties of School Superintendents*

*Section Ed 303, Duties of School Boards*

*Section Ed 304, Duties of School Principal*

*Section Ed 306.10(a)(6), Policy Development: Meeting the Instructional needs of each Student with different talents.*