

**West Linn-Wilsonville
School District 3J**

Code: **CB**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CB

Superintendent

The superintendent shall be responsible to provide the professional leadership and skill to translate policies of the Board into administrative action and is authorized by the Board to carry out that responsibility.

The superintendent serves as the Board's chief executive officer and acts an educational advisor to the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-1720](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent

West Linn-Wilsonville School District 3J

Code: **CBA**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

The superintendent is the chief executive officer of the district and is responsible for providing the leadership and managerial direction to coordinate staff, curriculum, instruction, facilities, and budget to create and maintain high quality schools that assure appropriate learning by students and that accomplish board goals and objectives. The superintendent is expected to supervise the day-to-day operations of the district and provide educational leadership for the community. In that regard the superintendent will follow the guiding principles set forth below.

Qualifications

The Board requires the superintendent to be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

Guiding Principles

1. The superintendent will assure achievement of instructional goals and effective student learning by providing leadership in educational program development and implementation, as follows:
 - a. Develop and execute strategies to continually improve the effectiveness of the schools and instructional program;
 - b. Serve as the district's chief advocate for students relating to quality of education;
 - c. Within allowable resources, keep the district current on technological advances in delivery of education services;
 - d. Assess student achievement and periodically report student progress to the Board.
2. The superintendent will provide for a favorable community relations program for the district by directing a public information program and by serving as spokesperson for the district, as follows:
 - a. Maintain good communications with the community and local governments;
 - b. Maintain a system for informing the board, staff, students and community of the district's operation;

- c. Periodically meet with community groups to determine their expectations and priorities for education in this community;
- d. Cooperatively represent the district with the news media.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.075](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)

[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[OAR 581-023-0006 to -0041](#)
[OAR 581-023-0104](#)
[OAR 581-023-0112](#)
[OAR 581-023-0220 to -0240](#)

[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent

**West Linn-Wilsonville
School District 3J**

Code: **CBC**
Adopted: 12/04/06
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Orig. Code(s): CBC

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract for not more than an additional three years at any time.

The compensation and benefits for the position of superintendent will be fixed by the Board, based upon the responsibilities required of the superintendent in performing his/her duties. The Board may not enter into an employment contract that contains provisions that expressly obligates the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)
[ORS 332.507](#)

[ORS 332.525](#)
[ORS 342.549](#)

[ORS 342.815\(1\),\(3\),\(6\),\(8\)](#)
[ORS 342.835](#)

Ambrose v. Bd. of Educ., 51 Or. App. 621 (1981).
Babbitt v. Mari-Linn Sch. Dist., 94 Or. App. 161 (1988).

**West Linn-Wilsonville
School District 3J**

Code: **CBG**
Adopted: 5/08/15
Readopted: 1/11/16
Orig. Code(s): CBG

Evaluation of the Superintendent

The superintendent is the chief executive officer of the West Linn-Wilsonville School District #3J. The Board affirms that annual evaluation of the superintendent's performance is a valuable method of assessing the status of education in the district, increasing the level of the Board's knowledge in a variety of areas, and identifying areas which deserve discussion between the Board and the superintendent. The evaluation will be based on the administrative job description, applicable standards of performance, Board policy and progress in attaining goals for the year established by the Board and superintendent.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation.

The vice chair of the Board will supervise the evaluation process, tabulate data, summarize narratives and present the results for discussion at a public Board meeting.

The vice chair will distribute the superintendent evaluation form to Board members and the superintendent by June 1 of each year. The evaluation process will be completed no later than June 30 each year.

Board members will provide feedback based on the evaluation criteria.

A self-evaluation may be prepared by the superintendent for submission to Board members concurrently with preparation of the Board's superintendent evaluation. Written evaluations will be completed by each Board member.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Cross Reference(s):

BDC - Board Executive Sessions

CB - Superintendent

CBA - Qualifications and Duties of the Superintendent

**West Linn-Wilsonville
School District 3J**

Code: **CCB**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CCBA

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Staff shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. All staff shall have the right to appeal any decisions made by an administrative officer through procedures established through board policy.

This policy does not restrict protected labor relations communications of bargaining unit members.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

**West Linn-Wilsonville
School District 3J**

Code: **CCG**
Adopted: 12/04/12
Readopted: 1/11/16
Orig. Code(s): CCG

Evaluation of Licensed Administrators

Each administrator will be evaluated by his/her immediate supervisor. The purpose of administrator evaluations is to assist administrators to develop and strengthen their professional abilities, to improve the instructional program and to improve the management of the school system and for supervisors to make recommendations regarding their employment and/or salary status.

Administrator evaluation system shall be customized based on collaborative efforts and include the educational leadership-administrator standards¹ adopted by the State Board of Education.

The standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-Political context.

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
2. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the school and district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and

¹These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.505](#)
[ORS 342.513](#)

[ORS 342.815](#)
[OAR 581-022-1720](#)

[OAR 581-022-1723](#)
[OAR 581-022-1725](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

**West Linn-Wilsonville
School District 3J**

Code: **CH**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CH

Policy Implementation

The purpose of Board policies, and the administrative regulations developed to implement policy, is to increase the probability of an effective and efficient school system. It is expected that all district employees and students will follow Board policy. So that all are treated equally and fairly, suggestions for changes, deletions, additions or revisions to existing board policies and administrative regulations are welcomed by the Board from students, employees and parents.

Employees in supervisory positions are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented. Continued disregard for Board policy and the administrative regulations set forth may be interpreted as willful neglect of duty and may constitute grounds for dismissal.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

**West Linn-Wilsonville
School District 3J**

Code: **CHA**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CHA

Development of Administrative Regulations

The superintendent shall be responsible for the development and initiation of administrative regulations and procedures as necessary for implementing board policies.

The Board has a right to review and recommend revisions to administrative regulations should they, in the Board's judgment, be inconsistent with the adopted board policies.

Board members will have access to copies of all new or revised district regulations. Students and staff will be advised of all regulations affecting them.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

**West Linn-Wilsonville
School District 3J**

Code: **CI**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): CI

Temporary Administrative Arrangements

The superintendent shall make his/her whereabouts known to the central office. If the superintendent leaves the district, she/he shall make every effort to communicate his/her itinerary to the deputy superintendent who, in turn, shall inform others who need to know. In case of a bona fide emergency, every effort will be made to notify the superintendent of the situation. If the superintendent is unable to be reached, the responsibility and the authority to act for the district shall fall to the deputy superintendent. If, for any reason, the deputy superintendent cannot be reached, the responsibility and the authority to act in behalf of the district shall fall to the assistant superintendent.

In the event of serious illness or death of the superintendent, the deputy superintendent shall call a special meeting of the Board to determine what course of action the district should take at that time.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)