



Code: CA
Adopted: 3/01/78
Revised/Readopted: 4/24/91; 10/23/13
Orig. Code(s): 2100

Administration Goals

The administrative services of the district shall provide an orderly means of achieving the district's primary objective, and effective program of instruction for the youth of the community. Services required to meet this objective shall be:

1. The implementation of policies as provided to the district through Board action. These policies shall be written whenever practical;
2. The development of a budget and the provision of a means of judicially and economically administering the business of the district;
3. Interpretation of the Oregon Revised Statutes for the operation of schools as enacted by the legislature. Legal counsel shall be employed on a yearly basis to aid the administration in this task;
4. Master planning for the operation of the district, which includes:
 - a. Projected enrollment figure;
 - b. Recommendation for class sizes at different school levels;
 - c. Establishing, with the staff and community through long-range planning, the goals of the educational program to best provide the needs of all of the youth of the community;
 - d. Recommendations for the staffing of schools to reach the educational goals of the district;
 - e. Planning for adequate facilities for the school program as defined by Board policy;
 - f. Keeping the Board informed of facility, equipment, materials and supply needs to carry out the program of instruction as defined;
 - g. Recommending to the Board of such administrative and personnel needs as necessary to carry out the school program as defined by the Board;
 - h. Carrying out the supervisory and evaluative requirements as set forth in the Oregon statutes and any other requirements set by the Board;
 - i. Keeping all records and making all reports required by the Oregon Department of Education, Oregon statutes and the local Board;
 - j. Disseminating information to the patrons of the district on such matters as are pertinent to the continuing provision of an adequate educational program, and such suggestions which will tend to improve the program; and
 - k. Reviewing these services from time to time, and expanding these services at the direction of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-1720](#)