

Saint Helens School District 502

Code: CA
Adopted: 1/16/96
Readopted: 2/26/07
Orig. Code(s): CA

Administration Goals

The general function of administration is to carry out Board policy in operating an effective program of instruction for the students of the community. Administration is granted reasonable latitude in interpreting policy and discretion to determine methods and procedures for implementing policies.

Major specific functions of administration will be:

1. To advise and provide appropriate information to the Board for its use and consideration in developing and evaluating policy;
2. To develop a budget and to provide for means to conduct the business of the district within that budget;
3. To follow state and federal statutes and regulations that pertain to the operation of schools, with the help of legal counsel, if necessary, and to ensure that the district is operated in a manner consistent with the law;
4. To develop short- and long-range plans for the operation of the district that will include projections of enrollment, staffing, needed facilities and sites, equipment, maintenance and financial resources;
5. To manage effectively the district's various departments, units and programs;
6. To provide leadership in developing effective learning programs by studying recent educational research and developments; arranging for staff development; coordinating curriculum development, implementation and evaluation; and accepting and evaluating ideas for improvement submitted by staff, students, parents and others;
7. To assist the Board in communicating with patrons of the district, including dissemination of information to the community and receiving of information and suggestions from the community;
8. To carry out supervisory and other requirements as set forth in state and federal statutes and regulations and in Board policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-1720](#)