

## Administration

### CONCEPTS AND ROLES

SP 2000.00

The County Office of Education shall promote the creation of the best possible educational program and shall maintain an environment conducive to learning. The County Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and helping teachers raise academic achievement.

The County Superintendent or designee shall develop decision-making processes that are responsive to the school community, the specific needs of individual students, and school districts within the county. He/she shall provide the means by which staff, students, and parents/guardians at each school and within each program may participate in decisions relating to school improvement. The administration shall provide professional advice to the County Board of Education.

Within the parameters of law, the County Superintendent may employ administrative and supervisory personnel to assist in the effective management of the County Office of Education. All schools, departments, and programs shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with County Board and Superintendent policies and administrative regulations.

The County Superintendent desires to give all administrators the authority needed to carry out their assigned responsibilities. The County Superintendent shall clearly state what is expected of all administrators and shall evaluate how well those expectations have been met.

#### *Legal Reference:*

#### EDUCATION CODE

*1040 et seq. Duties, powers of boards*

*1240 et seq. General duties (superintendent)*

*1293 Power to contract with certificated employees*

*1311 Employment of persons to positions and requiring certification qualities*

*35020 Duties of employees fixed by governing board*

*35028 Qualifications for employment*

*35031 Term of employment*

*35160 Authority of governing boards*

*35160.1 Broad authority of school districts*

*35161 Powers and duties generally*

*41401-41407 Teaching and nonteaching certificated employee ratio*

**MENDOCINO COUNTY OFFICE OF EDUCATION**

---

**Date Adopted:** 04/27/2000  
**Date Revised:**