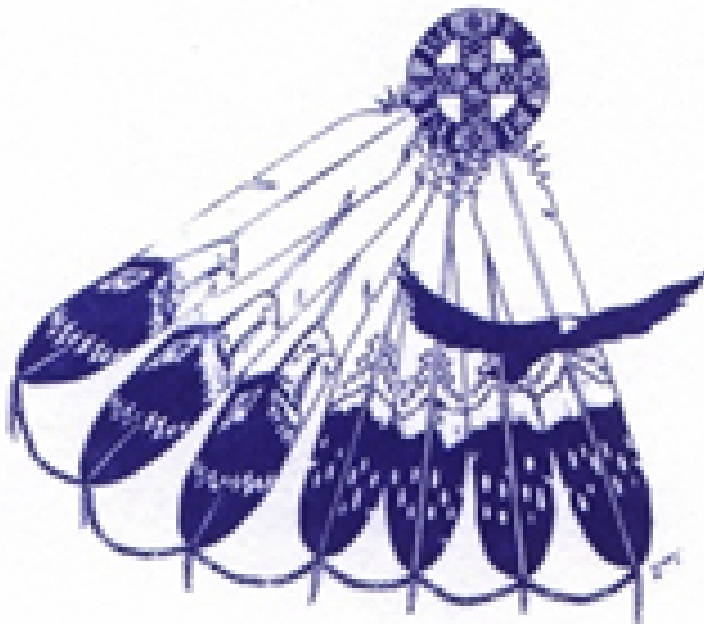


Takini School

SY 2024-2025

ADMINISTRATOR POLICIES & PROCEDURES



Approved by Takini School Board Action February 17, 2024
CRST TED Committee Approved March 18, 2024

Motto: "Woonspe Okolakiciye" (A Learning Place for the Success of All.)

SCHOOL VISION, MISSION, PHILOSOPHY & MOTTO

THE VISION, MISSION, PHILOSOPHY, AND MOTTO OF TAKINI SCHOOL ARE FORMALLY ADOPTED BY THE SCHOOL BOARD. THESE STATEMENTS SERVE AS THE GUIDING PRINCIPLES THROUGH WHICH THE PROGRAMS, SERVICES AND INDIVIDUALS WORKING AT TAKINI SCHOOL ARE ADMINISTERED AND OPERATE.

VISION STATEMENT

“All staff, students, and their families are a spiritual community. Teamwork is the essence of life. The environment is nurturing and safe. We are confident and pursue our dreams.”

MISSION STATEMENT

“To empower all learners for the challenges and changes of the 21st Century both on and off the reservation.”

PHILOSOPHY

TAKINI SCHOOL operates in accordance with these beliefs:

1. Partnerships between school and communities strengthen the educational environment;
2. Every learner progresses at his or her own pace;
3. We must assist in the educational process of the whole child;
4. A positive self-image is imperative for learner success;
5. The teaching and modeling of traditional values (respect, generosity, courage, spirituality, compassion, fortitude, and wisdom) will promote cultural awareness in all learners.

MOTTO

“Woonspe Okolakiciye”
(A Learning Place for the Success of All)

TAKINI SCHOOL provides an alcohol and drug-free teaching and learning environment. Cooperation in learning is evident at all levels and includes cooperative learning, team teaching, and the integration of classes and subject areas. Teachers will have high expectations for the success of every student. All staff that serve children are aware of their responsibilities for teaching and are held accountable for results. Students have varied opportunities and options to explore vocational/technical skills and careers. Students display a positive self-image through traditional Lakota behaviors, beliefs, and values.

STUDENT OUTCOMES

All curricular activities of the Takini School will be driven by the students achieving these learning outcomes. Upon graduation from high school, our goal is that all students shall be:

1. **SELF-DIRECTED LEARNERS** who acknowledge and embrace positive core values; create a vision for themselves and their future; analyze their present situation; generate options; set priorities and goals; assume responsibility; plan strategies; anticipate consequences; monitor and evaluate progress; and revise and/or progress towards their vision.
2. **PERCEPTIVE THINKER AND CREATIVE PROBLEM SOLVERS** who develop and use multiple frames of reference; identify, assess and integrate information and resources; make decisions; solve complex problems; and foster both the intuitive and the logical faculties of the brain.
3. **EFFECTIVE COMMUNICATORS** who express thoughts and needs both verbally and nonverbally; evaluate audience reception; modify expressions of ideas accordingly; read; listen; and process, interpret and convey information.
4. **HEALTHY INDIVIDUALS, COMMUNITY CONTRIBUTORS, AND ENVIRONMENTAL CARETAKERS** who commit to a group; exercise personal responsibility; achieve and sustain wellness; choose attitudes that will raise self-esteem; accept situations they cannot change; courageously change situation(s) they can; resolve conflict in a constructive manner; respect social norms and traditions; maintain personal integrity; use their time, energies and talents to improve the welfare of themselves and others; and seek to improve the quality of life in their communities and our larger global environment.
5. **COOPERATIVE/COLLABORATIVE WORKERS and CREATIVE PRODUCERS** who use effective leadership and group skills; foster, develop and sustain supportive relationships; transcend cultural differences; create intellectual, artistic and practical products; produce high quality work; and use advanced technologies.
6. **CULTURALLY AWARE INDIVIDUALS** who understand and respect the Lakota language and culture; establish individual identities within their culture; realize the diversity of cultures in our world; build relationships with members of other cultures; embrace their cultural identity; acknowledge their link with the past; and model cultural values and lifestyle.

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SCHOOL ADMINISTRATION POLICIES

1.01 ADMINISTRATION GOALS

These provisions of the Manual shall apply to the Chief Administrator. The other sections in this manual, including but not limited to the personnel section, shall apply to administrative personnel (including but not limited to business manager, subordinate administrators, supervisors, and other managers) unless there is a specific provision in this section of the manual specifically dealing with administrative personnel and the issue needing to be addressed. In that case, the section dealing specifically with the administrative personnel would have priority.

The general purpose of the administration of the school shall be to coordinate and supervise the creation and operation of an environment in which students learn. The goals of the administration shall be:

1. To manage the various departments, units and programs effectively.
2. To provide professional advice and counsel to the Takini School Board and advisory groups.
3. To implement the management function to assure the best and most effective learning processes through achieving such objectives as:
 - a. Providing leadership in keeping abreast of current educational developments;
 - b. Arranging for staff development necessary to establish and operate cooperative efforts at improving learning programs, facilities, equipment, and materials; and
 - c. Providing access to the decision-making process for staff, students, parents, and others.

1.02 DUTIES AND RESPONSIBILITIES

The Chief Administrator is employed by the Takini School Board. The Chief Administrator must hold a Chief Executive Officer, Superintendent, or Principal certification. The Chief Administrator serves by contract with the Takini School Board. The Chief Administrator's immediate supervisor shall be the Takini School Board. To be eligible for the position of Chief Administrator, a person must meet the legal requirements of the accrediting authority applicable to superintendents.

The Chief Administrator is charged with the overall responsibility of the operation and administration of the school within the framework established by the policies and directives of the Takini School Board. The Takini School Board shall rely on the Chief Administrator to provide professional administrative leadership.

The Takini School Board is responsible for clearly specifying the requirements and expectations of the Chief Administrator. The Chief Administrator shall be responsible for administration of the School and all personnel and students, as well as for all duties, responsibilities, and tasks set forth in the Chief Administrator's job description, which shall be attached to and incorporated by reference herein to the Chief Administrator's contract of employment. Those duties and responsibilities include but are not limited to those in the current position description of the Chief Administrator.

1.03 ADMINISTRATOR CODE OF ETHICS

The Chief Administrator shall comply with the following code of ethics:

- (1) Make the well-being of the students the basis of decision making and action;
- (2) Enforce and obey tribal, and applicable federal and state laws and regulations in the performance of duties;
- (3) Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, gross immorality, illegal drugs, or use of misleading or false statements;
- (4) Respect the civil rights of those with whom the administrator has contact in the performance of duties;
- (5) Interpret, accurately represent, and implement the policies and administrative regulations of the Takini School Board;
- (6) Distinguish personal politics, attitudes, and opinions from stated policies of the appropriate educational governing Takini School Board;
- (7) Fulfill professional responsibilities with honesty and integrity;
- (8) Maintain professional relationships which are free from vindictiveness, willful intimidation, and disparagement;
- (9) Safeguard confidential information;
- (10) Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors, and services made or withheld;
- (11) Avoid preferential treatment and conflicts of interest;
- (12) Honor all contacts until fulfillment, release, or dissolution by mutual agreement of all parties;
- (13) Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications;
- (14) Accurately represent personal qualifications and the evaluations and recommendations of others;
- (15) Cooperate with authorities regarding violations of the Cheyenne River Sioux Tribe Education Code.
- (16) Cooperate with the Bureau of Indian Education ("BIE") regarding any violations of applicable federal laws and regulations.
- (17) Cooperate with authorities regarding violations of the codes of ethics of the South Dakota Professional Administrators Practices and Standards Commission and the South Dakota Professional Teachers Practices and Standards Commission. S.D. Admin. R. 24:11:03:01.

1.04 CHIEF ADMINISTRATOR QUALIFICATIONS

A Chief Administrator must have a South Dakota Administrator's Certificate. Some prior experience in administrative work is desired. The Takini School Board shall apply the Indian Preference provisions set forth in the Personnel section of the Manual.

1.05 MEDIA FOR CHIEF ADMINISTRATOR RECRUITMENT

The following media may be utilized for the recruitment of the Chief Administrator for Takini School: local newspapers, tribal personnel office, universities and colleges, and educational journals.

1.06 ORGANIZATION CHARTS

The lines of authority in the organizational charts represent the direction of authority and responsibility and shall be regarded as visual representations of current policy. Legal authority of the Takini School Board is conveyed through the Chief Administrator by the organizational charts which shall be submitted to the Takini School Board for approval no later than March 30 of each year.

The Chief Administrator shall be free to reorganize lines of authority and to revise the organizational chart, subject to Takini School Board approval, so long as such reorganization conforms to the Constitution and By-laws, and policies and procedures of Takini School.

1.07 LINE AND STAFF RELATIONS

The Chief Administrator shall inform all personnel regarding working relationships at the school. Lines of direct authority are those approved by the Takini School Board and shown on the school organization chart.

Personnel shall refer matters requiring administrative action to their immediate supervisor who shall refer such matters to the next higher administrator when necessary. All personnel shall keep their immediate supervisor informed of their activities.

1.08 SUPERINTENDENT RECRUITMENT

The Takini School Board shall consider only those candidates who meet qualifications of the accrediting agency and who display the ability to successfully carry out the duties of the Chief Administrator.

The Takini School Board shall solicit applications from qualified members of the staff and may list the vacancy with any placement agency at its discretion. The advertisement for the Chief Administrator position shall remain open until filled.

1.09 CHIEF ADMINISTRATOR SELECTION AND INTERVIEWING PROCESS

Applications for the Chief Administrator shall be screened, and those candidates selected as finalists by the Takini School Board shall be interviewed. Interviews shall preferably be in person, but finalists may appear by telephone upon special request. The Takini School Board

shall endeavor to conduct interviews on a school day so that applicants may visit the school while in session and may utilize the services of the retiring Chief Administrator or an outside consultant for recruiting and interviewing candidates for the Chief Administrator position. In screening the applicants, the Takini School Board shall consider the applicant for employment only if it has verified references, verified credentials, reviewed any legal constraints, and conducted a personal interview if the applicant is selected for an interview.

The Takini School Board reserves the right to re-advertise if the Takini School Board is dissatisfied with the existing group of applicants.

- a. Applicants must submit a letter of application, resume, credentials, certificate of endorsement, and transcripts and shall, upon request of the Takini School Board, include written statements concerning:
 1. Educational philosophy,
 2. Philosophy of Educational Administration,
 3. Management experience,
 4. Experience relating to facilities management,
 5. Personnel and program evaluation experience and knowledge,
 6. Knowledge of support programs and funding resources,
 7. Philosophy concerning role of Superintendent and Takini School Board,
 8. Philosophy concerning role of the student in the educational leadership process,
 9. Philosophy concerning local control of the educational process,
 10. Demonstrated knowledge and experience in Lakota history, culture, and values.
- b. The Takini School Board shall screen the applicants and schedule structured interviews with the selected finalists.

Interview questions will relate to any criteria deemed appropriate by the Takini School Board.

- c. The Chief Administrator shall be subject to a pre-employment background check and pre-employment drug and alcohol testing as set forth in the Personnel Policies. The contract with the Chief Administrator, even if signed by the parties, shall not be considered executed, valid, or enforceable until all results are received regarding the background check and pre-employment drug and alcohol test. The legal effect of negative results from the background check or a positive pre-employment drug and alcohol test coming in after the contract has been signed is that the Chief Administrator's contract shall be considered null and void, as if no employment relationship exists between the Chief Administrator and the School. If an individual has been selected for employment, or offered employment, but the individual has not yet accepted such employment, the offer shall be considered as withdrawn immediately, and the selection shall be considered as canceled by Takini School.

1.10 CHIEF ADMINISTRATOR APPOINTMENT

The Takini School Board shall select and appoint a Chief Administrator for a term of no longer than (1) year.

1.11 CHIEF ADMINISTRATOR EXPENSES

The Chief Administrator shall be reimbursed in the same manner as all other employees of the School.

1.12 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Chief Administrator shall pursue professional development to keep the Takini School Board and professional staff informed of new and promising educational developments. The Chief Administrator should attend educational conferences, seminars, workshops, and other professional meetings, visit other school systems, and use other means to be informed about modern educational thought and process.

The Chief Administrator shall notify the President of the Takini School Board of any professional meetings which will cause her/him to be absent from the school for more than three (3) consecutive workdays and shall obtain approval of the Takini School Board in advance of such training opportunity.

1.13 CHIEF ADMINISTRATOR CONSULTING

The Chief Administrator shall devote her/his time to the supervision of the school and shall not be engaged in any other business. Only by prior agreement with the Takini School Board may the Chief Administrator undertake consultant work or other professional obligations.

1.14 ADMINISTRATOR CONSULTING

An administrator may be placed in a consultant situation so long as it does not interfere with the regular duties assigned to the administrator. This consulting work should take place during the summer or during after-school hours. The amount of school time which will be missed shall not exceed the number of days which the administrator has available for annual leave. Prior to an administrator accepting consulting work, the administrator must receive approval by the Takini School Board.

1.15 EVALUATION OF CHIEF ADMINISTRATOR AND ADVERTISING FOR VACANT CHIEF ADMINISTRATOR POSITION

The Takini School Board shall evaluate the Chief Administrator at least once annually, during the month of December each school year, with consensus about her/his abilities and performance put in writing and made available to her/him utilizing an approved evaluation form. The evaluation criteria shall include, but not be limited to the criteria relied upon in hiring the Chief Administrator.

Following the annual review of the Chief Administrator the Takini School Board shall notify the current Superintendent/Chief Administrator of their intent to either renew or non-renew the Chief Administrator at the first regularly scheduled Board meeting in January. In the event the Takini School Board decides to not renew the current Chief Administrator's contract, or the current Chief Administrator declines to renew their contract, the Takini School Board shall cause the position of Chief Administrator to be advertised. The interview/selection process for Chief Administrator shall occur in February and continue until such time as a new Chief Administrator

is selected.

1.16 CHIEF ADMINISTRATOR RESIGNATION

If the Chief Administrator desires to be released from her/his contract, s/he shall request approval for such release in writing to the Takini School Board with the reason(s) clearly stated. Such resignation shall be in accordance with the Chief Administrator's contract. Resigning without a release by the Takini School Board may constitute grounds for pursuit of revocation of the Chief Administrator's Administrators Certificate with the State of South Dakota or other licensing authorities.

1.17 TAKINI SCHOOL BOARD- CHIEF ADMINISTRATOR RELATIONS

Legislation of policies is the most important function of the Takini School Board. The execution of policies is the function of the Chief Administrator. At all times the Chief Administrator is supervised by the Takini School Board.

The Chief Administrator has executive powers to administer the school within Takini School Board policies, freeing the Takini School Board to devote time to policy making and appraisal functions.

The Chief Administrator is responsible for carrying out policies within established guidelines and for keeping the Takini School Board informed about school operations.

The Chief Administrator will notify Takini School Board members as soon as possible of any events of an emergency nature which occur in school and any other important information.

1.18 MANAGEMENT PREROGATIVE

If emergency action must be taken within the School and where the Takini School Board has provided no guides for administrative action, the Administration shall have the power to act, but the justification for emergency action and the specific course of action taken shall be reported in writing to the Takini School Board at its next regularly scheduled meeting.

The Takini School Board specifically reserves the right to reverse or approve the emergency action as it deems appropriate after the action has been taken.

Following completion of the process contemplated by this provision, the Chief Administrator shall provide the Takini School Board, in writing, with such proposed policies and procedure changes which should be implemented by the Takini School Board to avoid the necessity of similar action in the future.

All decisions of the Takini School Board under this section shall be only subject to review as contemplated by the policies and procedures of the School or applicable laws and federal regulations.

1.19 CHIEF ADMINISTRATOR COMPENSATION GUIDES AND CONTRACTS

The Takini School Board shall employ a Chief Administrator with the ability to exercise professional leadership in the school. In agreeing on a contract with Chief Administrator, the Takini School Board shall consider the following:

- a. The contract year for the Chief Administrator shall be twelve (12) months in duration, with the exact number of days enumerated in the contract. The contract term for Chief Administrator shall be specified in his/her contract.
- b. The salary for Chief Administrator shall be set by the salary schedule and be within established budget line items.
- c. The salary payment schedule for Chief Administrator shall not be a negotiable contract item.
- d. The amount and type of leave for Chief Administrator shall not be a negotiable contract item.
- e. Any unused leave remaining at the end of the Chief Administrator's contract period may be paid upon completion of the contract, at the discretion of the Takini School Board.
- f. The fringe benefits of the Chief Administrator shall be according to the negotiated contract between the Chief Administrator and the Takini School Board.
- g. Any provisions and negotiated items shall be clearly specified in the Chief Administrator's contract and approved by the Takini School Board.
- h. The original contract executed with the signatures of the Chief Administrator, Business Manager and Takini School Board President shall be placed in the personnel file of the Chief Administrator, which shall be retained by the Human Resources Department in the employee's personnel file. A copy of the signed completed contract shall be housed in the Business Office in the employee's personnel financial file.
- i. The Takini School Board will attempt to notify Chief Administrator of contract renewal or non-renewal by the 31 of January annually. However, the Takini School Board reserves the right to not renew a Chief Administrator's contract at any time up until the beginning of the next school year. The Takini School Board also reserves the right to begin recruiting for a Chief Administrator at any time during the school year.
- j. Whether a Chief Administrator shall receive moving expenses is an item which may be negotiated. It is within the Takini School Board's discretion if they wish to pay or reimburse some or all of the Chief Administrator's moving expenses who have accepted employment.

The above list is not inclusive. The Takini School Board may make additional considerations which within its discretion it deems to be appropriate.

1.20 EMPLOYEE EVALUATIONS

The employee's immediate supervisor will normally be the rating officer. They will be responsible for evaluating the performance of each employee under their supervision and discussing the completed evaluation with the employee. The Chief Administrator will evaluate the performance of each supervisor under her/his supervision and the Takini School Board will evaluate the performance of the Chief Administrator.

All employees shall be evaluated with recommendations made to the Takini School Board for renewal or non-renewal according to the following schedule:

- a. Evaluations for all supervisor positions, including, but not limited to, K-12 Principal, Business Manager, Transportation Supervisor, Kitchen Supervisor, Nurse, Human Resources/NAISIS, and Athletic Director are to be completed by the end of December annually with the recommendation to renew or non-renew the employee submitted to the Board for consideration at the first regularly scheduled Board meeting in January.
- b. Evaluations for all teacher positions are to be completed by the end of January annually with the recommendation to renew or non-renew the employee submitted to the Board for consideration at the first regularly scheduled Board meeting in February.
- c. Evaluations for all other employees including, but not limited to, Special Education Paraprofessionals, Bus Drivers, Registrar, Maintenance, Custodial, Kitchen, and Security are to be completed by the end of February annually with the recommendation to renew or non-renew the employee submitted to the Board for consideration at the first regularly scheduled Board meeting in March.

Written evaluations, observation of work by a supervisor, or any other objective criteria may be used to recommend or not recommend continued employment. Results of evaluation shall be maintained in confidential personnel files kept in the Personnel Records.

All employee reviews, evaluations, contract renew or non-renew decisions, letters of intent, advertisements and interviews shall be conducted in accordance with the timelines established in **Appendix A**. However, the Takini School Board and School Administration recognize that from time-to-time circumstances may occur that make complying with the timelines contained in Appendix A impossible. In the event that it is not possible to conform to the timelines in Appendix A, the Takini School Board and School Administration reserve the right to conduct employee reviews, evaluations, issue contract renewal or non-renewal decisions, issue letters of intent, advertise and interviewing of potential employees at any time that it becomes necessary.

1.21 CHIEF ADMINISTRATOR SEPARATION

When a Chief Administrator arbitrarily or willfully breaches her/his contract or abandons her/his employment without being released by the Takini School Board, the Takini School Board may recommend to proper authorities that the license or certificate of the Chief Administrator be suspended or revoked. The Takini School Board may dismiss the Chief Administrator for reasonable and just cause to include, but not be limited to, breach of contract, incompetence, neglect of duty, immoral conduct, intemperance, brutal or oppressive treatment of a student or staff member, conviction of a crime (Tribe, State or Federal), continuing physical or mental disability rendering her/him unfit to perform her/his duties, refusing to give or follow a directive by the Takini School Board, disruption of Takini School Board, administration, staff, and/or student relations, other matters proscribed by law, violation of the code of ethics, or violation of the disciplinary procedures set forth in the Manual.

Only the Takini School Board may terminate the Chief Administrator. The Takini School Board may suspend the Chief Administrator with pay, pending disciplinary action by the Takini School Board. If it decides to proceed upon the charge(s), the Takini School Board shall notify the Chief Administrator in writing of the proposed discipline or termination brought against her/him, the reasons therefore, and advise her/him of the right to a due process hearing before the Takini School Board upon said charge(s) at a date to be set by the Takini School Board, before such proposed action becomes final. A due process hearing shall not be automatic and shall only be granted upon timely request by the Chief Administrator. A grievance hearing shall be requested by the Chief Administrator and the Chief Administrator shall follow the grievance procedures established by the Personnel Policies and Procedures Manual, except that there shall be no informal steps and the grievance shall only be heard by the Takini School Board, and the decision by the Takini School Board shall be a final decision of Takini School. There shall be no Appeal Committee step or hearing. Failure of the Chief Administrator to timely request a grievance hearing shall result in the disciplinary action being automatically affirmed by the Takini School Board, and such decision of the Takini School Board shall constitute a final decision of Takini School.

1.22 CHIEF ADMINISTRATOR’S RESIGNATION

Before the end of the contract, the Chief Administrator shall give the Takini School Board thirty (30) calendar days’ written notice of her/his intention to relinquish her/his position. The Takini School Board may accept or refuse the resignation. The resignation shall specifically state why the Chief Administrator wishes to resign. If the Chief Administrator leaves the school during the contract year without permission of the Takini School Board, the Takini School Board reserves the right to refer a complaint to the certifying authority that may seek revocation or discipline of the Chief Administrator. The Chief Administrator may also be subject to a financial penalty of up to five (5) percent of the total value of the Chief Administrator’s contract. If the Chief Administrator resigns by mutual agreement between the Takini School Board and the Chief Administrator, the Chief Administrator’s contract shall not be paid in full. The Chief Administrator may only be compensated for days actually worked upon resignation.

1.22.01 EMPLOYMENT POSITIONS ADVERTISEMENT TIMELINE

If the Chief Administrator position is non-renewed the Takini School Board shall cause the position to be advertised following the first regularly scheduled Board meeting in January annually.

All supervisor positions that are vacant or are not being renewed shall be advertised in January with the selection and interview process to occur in February annually. Supervisor positions include but are not limited to the following positions: K-12 Principal, Business Manager, Transportation Supervisor, Kitchen Supervisor, Nurse, Human Resources/NAISIS, and Athletic Director.

All teacher positions that are vacant or are not being renewed shall be advertised in January with the selection and interview process to occur in February annually.

All other positions including, but not limited to, Special Education Paraprofessionals, Bus Drivers, Registrar, Maintenance, Custodial, Kitchen, and Security workers that are vacant or are not being renewed shall be advertised in March with the selection and interview process to occur in April annually.

1.23 TIME SCHEDULES

Daily time schedules for Chief Administrator shall be set by the Takini School Board. The Chief Administrator's regular workday shall be from 8:00 a.m. to 4:30 p.m., but the Chief Administrator may be required to work additional hours when the School's needs so require without further compensation.

The Chief Administrator may be required to attend meetings, conferences, and other activities in connection with their job responsibilities which might extend beyond the regular workday at no additional compensation.

1.24 CONSULTANTS TO DO ADMINISTRATOR'S WORK

Consultants may be hired to consult and/or perform some administrative functions, without any penalty to Chief Administrator, so long as such consultant is approved by the Takini School Board.

1.25 COMMITTEES TO ASSIST SUPERINTENDENT/CHIEF ADMINISTRATOR

The Chief Administrator may establish committees as s/he deems necessary for proper administration of policy and for improvement of the total educational program. Such committees function in an advisory capacity, have no inherent authority, and make recommendations to the Chief Administrator for possible submission to the Takini School Board.

The Chief Administrator shall define the membership and responsibilities of such committees which may be changed at her/his discretion.

The Chief Administrator, upon informing the Takini School Board, may approve the expenses incurred by such committees to be paid from school funds for services, materials, and travel. Approval by the Chief Administrator of these funds is subject to veto by the Takini School Board.

1.26 POLICY IMPLEMENTATION

The Chief Administrator is responsible for enforcing administrative regulations and policies established by the Takini School Board. Administrators are responsible for informing subordinates of policies and regulations and enforcing them.

1.27 DISREGARD FOR POLICY

Disregard for Takini School Board policy and administrative rules and regulations shall be interpreted as insubordination or willful neglect of duty and may lead to disciplinary action against the Chief Administrator.

1.28 CHIEF ADMINISTRATOR VACATION

Vacations should be utilized during the months when school is not in session.

1.29 RECORDS AND REPORTS

The Chief Administrator shall make certain that reports are kept as to the following:

1. Monthly attendance reports. These reports should be provided to the Takini School Board by the third workday following the end of each school month.
2. Personnel time sheets.
3. Quarterly inventory and financial reports.
4. Annual report on building conditions and needed repairs.
5. Annual report to the Takini School Board.
6. Annual textbook, policy book and course catalog inventories.
7. Reports to accrediting commissions.
8. Monthly lunchroom reports to the school Food Service Program.
9. All reports requested by the Takini School Board.
10. Professional evaluation instrument for all personnel assigned to his/her school.
11. Quarterly Reports to Cheyenne River Education Committee on student progress in Reading and Math according to local district assessment results.
12. Annual data report on the State Assessment results.

The Chief Administrator may designate managers/supervisors/administrators to be responsible for the reports listed above.

APPENDIX: A EMPLOYMENT POSITIONS ADVERTISEMENT TIMELINE

Renewal Timeline		Non-Renewal Timeline		
January	Chief Administrator	January	Chief Administrator	Advertise in January with selection in February
January	K-12 Principal Business Manager Transportation Supervisor Kitchen Supervisor Nurse HR/ NASIS Nurse Athletic Director	January	K-12 Principal Business Manager Transportation Supervisor Kitchen Supervisor Nurse HR/ NASIS Nurse Athletic Director	Advertise in January with selection in February
LETTERS OF INTENT		LETTERS OF Non-renewal		
February	Teachers	February	Teachers	Advertise in February with selection in March
March	SPED Para Bus Drivers Registrar Maintenance Custodial Kitchen Security	March	SPED Para Bus Drivers Registrar Maintenance Custodial Kitchen Security	Advertise in March with selection in April