

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADMINISTRATION

Series 300

300 STATEMENT OF GUIDING PRINCIPLES FOR ADMINISTRATION

300 9/4/12 Statement of Guiding Principles for Administration

301 SUPERINTENDENT OF DMCS

301 9/4/12 Superintendent of DMCS
301.1 9/4/12 Superintendent of DMCS – Qualifications
301.2 9/4/12 Superintendent of DMCS – Appointment and Contract
301.3 9/4/12 Superintendent of DMCS – Functions
301.4 11/5/12 Superintendent of DMCS – Evaluation

303 ACADEMIC AREA PRINCIPALS

303.1 9/4/12 Principals – Qualifications
303.2 11/5/12 Academic Area Principals – Appointment and Contract
303.3 9/4/12 Principals – Functions
303.4 11/5/12 Administration – Evaluation

310 ADMINISTRATIVE ORGANIZATION PLAN

310.1 9/4/12 Administrative Team
310.3 9/4/12 Administrative Structure
310.3A 2/3/14 Organization Chart
310.5 9/4/12 Free Admission to DMCS Events for Administration

314 ADMINISTRATIVE PERSONNEL CONTRACT TERMINATION

314.1 9/4/12 Administrative Personnel Contract Termination-Resignation

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

STATEMENT OF GUIDING PRINCIPLES

Code No. 300

The administration of Des Moines Christian School will provide the leadership to implement DMCS's educational philosophy.

The administration is responsible for the prayerful implementation and enforcement of policies developed by the Board of Directors.

Date of Adoption: September 17, 1991

Reviewed: December 3, 2002

Revised: December 17, 2007

Revised: October 5, 2009

Revised: September 4, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SUPERINTENDENT OF DMCS

Code No. 301

The Superintendent will be chief administrator of DMCS and will be directly responsible for compliance with Board policy. The Superintendent is also charged with the enforcement of all provisions of law relating to the operation of DMCS.

Date of Adoption: September 17, 1991

Revised: April 28, 2003

Revised: May 5, 2004

Revised: September 8, 2008

Revised: September 4, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SUPERINTENDENT OF DMCS – QUALIFICATIONS

Code No. 301.1

The Board of Directors expects that the Superintendent of DMCS will possess the proper spiritual and academic preparation and exhibit a clearly Christian lifestyle. Therefore, job applicants will be considered for the Superintendent's position on the basis of the following criteria:

- A. Spiritual Preparation
 1. The Superintendent will be a born-again Christian.
 2. The Superintendent will be in agreement with the DMCS Statement of Faith.
 3. The Superintendent will be an active member or regular attender of an evangelical, Bible-believing church.
 4. The Superintendent will have a background in biblical study and will continue to follow spiritual disciplines of prayer, Bible study, and spiritual education.

- B. Academic Preparation
 1. Possession of, or the ability to obtain, the required administrative licensure of the State of Iowa
 2. Prior educational leadership experience and skill
 3. Demonstrated competency
 4. Clear commitment to professional growth
 5. Possession of, or the ability to obtain, ACSI certification.

- C. Christian Lifestyle
 1. Sexual relationships must be within the bonds of Holy Matrimony between one man and one woman.
 2. The Superintendent will conduct himself as a child of God at all times, protecting his body as God's temple (I Corinthians 3:16-17, Ephesians 5:8, and Romans 13:13-14).
 3. The Superintendent does not practice or participate in occult activities.
 4. The Superintendent exhibits the qualities of a biblical leader as stated in I Timothy 3:1-7, Titus 1:6-9, and I Peter 5:1-3.

Date of Adoption: September 17, 1991

Revised: October 21, 1997

Revised: April 28, 2003

Revised: March 23, 2009

Revised: September 4, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SUPERINTENDENT OF DMCS – APPOINTMENT AND LETTER OF APPOINTMENT

Code No. 301.2

Letters of appointment with the Superintendent will be in writing, and will state the length of time the agreement is in force, the total compensation or rate of pay for the agreement period, and all eligible benefits.

These terms will be approved by the Board of Directors during the annual budget process and filed with the Business Office.

Date of Adoption: September 17, 1991

Revised: July 17, 2001

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Revised: September 8, 2008

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DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SUPERINTENDENT OF DMCS – FUNCTIONS

Code No. 301.3

The overall responsibility for the administration of DMCS will be delegated to the Superintendent, who will perform the various administrative functions in accordance with the policies and actions of the Board of Directors. The Superintendent will be vested with the necessary authority and be provided the appropriate personnel to carry out the broad reaching responsibilities of the position.

The Superintendent will be authorized to organize the administration in such a manner as to facilitate the most efficient and effective operation of the school. The Superintendent will have the discretion to delegate to other school personnel the exercise of any authority and the discharge of any responsibilities imposed upon the Superintendent by law, agency regulations or Board action. The delegation of power or duty, however, will not relieve the Superintendent of accountability for the results of such delegation.

In addition to serving as chief administrator, the Superintendent will function as professional advisor to and chief administrator of the Board of Directors. As such, he will be directly responsible to the Board for the execution of its policies and decisions, consistent with legal requirements and with ethical standards of the profession. The Superintendent will have the power to make rules and render decisions not in conflict with law, Board policies, or Board actions.

The Superintendent is expected to attend all meetings of the Board, except those concerned with the Superintendent's contractual status. The Superintendent will be granted the privilege of taking part in all the deliberation, but will not vote.

The Superintendent is the official media and public spokesperson in support of the approved stated position of the Des Moines Christian School Board.

The Superintendent will be charged with the responsibility of maintaining the spiritual and academic direction of DMCS.

The responsibilities of the Superintendent and any other duties assigned by the Board will be enumerated more specifically in a job description.

Date of Adoption: September 17, 1991

Revised: April , 2004

Revised: October 6, 2008

Revised: September 4, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

SUPERINTENDENT OF DMCS – EVALUATION

Code No. 301.4

The Superintendent will be formally evaluated on at least an annual basis prior to the approval of a new contract.

The summary formal evaluation will be a written evaluation

1. The individual written Board evaluations will be returned to the Board President.
2. The informal individual written evaluations of the Superintendent by the Superintendent's direct reports will be turned in to the Board President.
3. The Board President will prepare and make available a summary of overall performance for the entire Board in the month prior to the recommendation for contract renewal.
4. An Executive Session of the Board will be held prior to the Board President reviewing the evaluation results with the Superintendent to allow open discussion of the evaluation.
5. The Executive Committee of the Board will meet with the Superintendent to review the evaluation and agree upon job targets for the next evaluation period.

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Revised: August 4, 2008

Revised: November 5, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PRINCIPALS-QUALIFICATIONS

Code No. 303.1

The Board of Directors believes that the Principals of DMCS will possess the proper spiritual and academic preparation and exhibit a clearly Christian lifestyle. Therefore, job applicants will be considered for the Principal positions on the basis of the following criteria:

A. Spiritual Preparation

1. The Principals will be born-again Christians.
2. The Principals will be in agreement with the DMCS Statement of Faith.
3. The Principals will be active members or regular attenders of an evangelical Bible-believing church.
4. The Principals will have a background in biblical study and will continue to follow spiritual disciplines of prayer, Bible study, and spiritual education.

B. Academic Preparation

1. Possession of, or the ability to obtain, the required administrative licensure of the State of Iowa
2. Prior educational experience and skill
3. Demonstrated competence
4. Clear commitment to professional growth
5. Possession of, or the ability to obtain, ACSI certification.

C. Christian Lifestyle.

1. Sexual relationships must be within the bonds of Holy Matrimony between one man and one woman.
2. Principals will conduct themselves as children of God at all times, protecting their bodies as God's temple (I Corinthians 3:16-17, Eph. 5:18, and Romans 13:13-14).
3. The Principals do not use, practice, or participate in occult activities.
4. The Principals exhibit the qualities of a biblical leader as stated in I Timothy 3:1-7; Titus 1:6-9, and I Peter 5:1-3.

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Revised: April 6, 2004

Revised: March 2, 2008

Revised: September 4, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PRINCIPAL'S APPOINTMENT AND LETTER OF APPOINTMENT Code No. 303.2

Letters of appointment with the Principals will be in writing, and will state the length of time the agreement is in force, the total compensation or rate of pay for the agreement period, and all eligible benefits.

These terms will be approved by the Board of Directors during the annual budget process and filed with the Business Office.

Date of Adoption: September 17, 1991

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DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

PRINCIPALS-FUNCTIONS

Code No. 303.3

Subject to the policies of the Board of Directors and to the directives issued by the Superintendent, the Principal will have charge of all programs, students, teachers, staff, and activities conducted. The Principal's responsibilities include, but are not limited to the following:

- Spiritual leadership
- Discipline measures
- Student records
- Teacher evaluation and supervision
- Faculty meetings
- Arranging for substitute teachers
- Establishing schedules
- Submitting to the Superintendent and Business Manager a budget estimate for their respective programs
- Supervise and direct expenditure of the finalized program budget
- Encouraging parental involvement
- Any other delegated duties

Date of Adoption: September 17, 1991

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Revised: November 3, 2008

Revised: September 4, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADMINISTRATION-EVALUATION

Code No. 303.4

Each Administrator will be evaluated in writing at least once each year by the Superintendent. New administrators will be evaluated at least twice annually in writing for the first two years of their employment.

During the evaluation process, the administrator will be afforded an opportunity to discuss the evaluation with the Superintendent. A written evaluation will be placed in the administrator's personnel file.

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Revised: September 22, 2008

Revised: November 5, 2012

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADMINISTRATIVE TEAM

Code No. 310.1

The Board of Directors and the administration of DMCS believe in and endorse the concept of “team management”, as stated in Proverbs 15:22: “Without counsel purposes are disappointed, but in the multitude of counselors they are established.” The team approach to administration can contribute to better management decisions and a healthier, more productive organization by facilitating communication, encouraging input and the utilizing of varied expertise, reinforcing productive behavior, reducing the amount of counterproductive behavior, and inspiring greater commitment to the organization. Participatory management should result in comprehensive and higher quality solutions to DMCS educational concerns.

The Administrative Team consists of the Superintendent, the Principals, Early Education Director, Development Director, , Director of Curriculum and Assessment, Business Manager, Supervisor of Building and Grounds, and any others requested to attend by the Superintendent.

All members of the Administrative Team are accountable to the Superintendent for their performance. All administrators are responsible for administering their areas of operation as defined by the School Board policy and in keeping with the goals and objectives of DMCS. Recognizing and respecting qualifications, expertise, roles, and responsibilities — as well as supporting all decisions reached, will permit appropriate decision-making at each level, with positive and mutual support at all levels.

Fundamental to the success of the administrative team concept is a clearly developed structure in which to communicate, interact, and make decisions. Accordingly, roles, relationships, and expectations should be delineated through a carefully designed organizational plan and well-devised job descriptions.

It should be recognized that the role of administrative team members in the decision-making process must vary with the nature and complexity of the decision and the circumstances surrounding it. Thus, when participation is appropriate, the scope of participative decision-making may range from rendering advice to direct involvement in determining a decision.

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DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADMINISTRATIVE STRUCTURE

Code No. 310.3

The Superintendent is responsible for organizing, reorganizing and arranging the administrative and supervisory staff of DMCS in a fashion which best serves the interests of DMCS (based upon Board policy).

The organizational structure of DMCS will be illustrated by a chart (Ref. 310.3-A). The chart represents the lines of authority and responsibility. The chart will be regarded as visual representation of authority and responsibility for each line and staff position.

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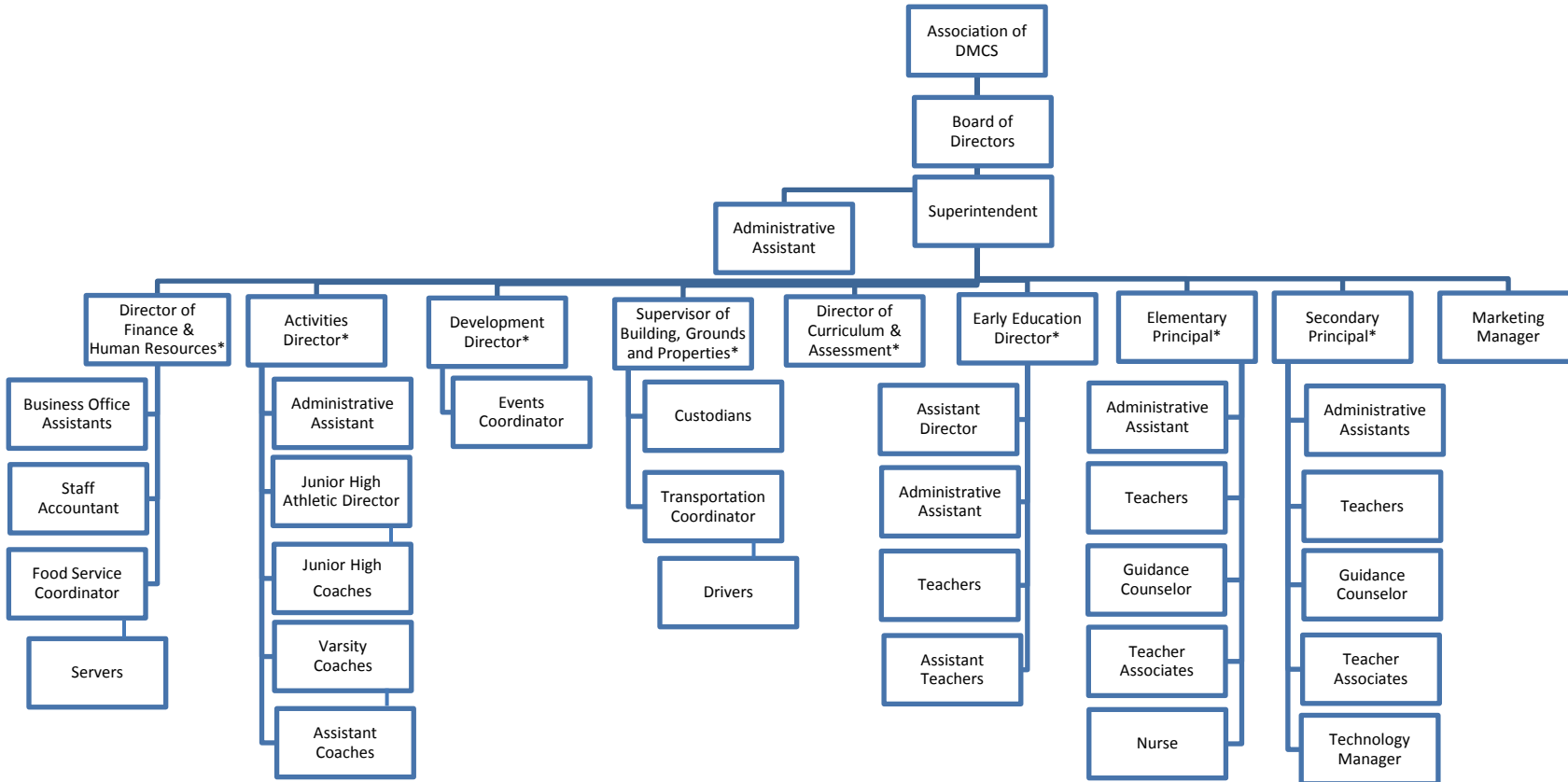
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Des Moines Christian School
Policies and Procedures

Code No. 310.3A

Organizational Chart



Revised: April 6, 2004
 Revised: October 6, 2008
 Revised: August 2, 2010
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 Revised: November 5, 2012
 Revised: February 3, 2014

* Member of Admin Team

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ADMINISTRATIVE PERSONNEL CONTRACT TERMINATION-RESIGNATION Code No. 314.1

~~An administrator who desires to be released from a contract should submit a written request to the Superintendent, as prescribed by the contract prior to the anticipated termination date. Release from the contract will be dependent on the circumstances involved, including the availability of a qualified replacement, and fulfillment of all contractual obligations.~~

~~When an administrator's performance indicates cause for termination, proceedings will be instituted as prescribed by the contract between the administrator and the Board.~~

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