

## **A. Office of the State Board of Education**

### **1. Purpose**

The Office of the State Board of Education is established by Section 33-102A, Idaho Code, as an executive agency of the State Board of Education.

### **2. Executive Director**

The Executive Director serves as executive officer of the Board, as chief administrative officer of the Office of the State Board of Education, and as chief executive officer of such federal or state programs as are directly vested in the State Board of Education. The Executive Director is appointed by and serves at the pleasure of the State Board of Education.

### **3. Office Organization**

The Office of the State Board of Education is organized in a manner determined by the Board acting on the recommendations of the Executive Director.

### **4. General Scope of Office Responsibilities**

The Office of the State Board of Education assists the Board in the execution of its legal responsibilities. Consistent with that role, the office functions to:

- a. provide information, analysis, and recommendations associated with the Board's decision-making processes;
- b. coordinate the functions and activities of the agencies and institutions governed by or funded through the Board;
- c. initiate, in cooperation with the agencies and institutions long-term planning efforts which are responsive to emerging legal, social, and fiscal events in the state, region, and nation;
- d. interact, as directed by the Board, with other branches and representatives of state government;
- e. provide public information with respect to the Board, its policies, and its institutions and agencies;
- f. establish and coordinate the Board's plan for postsecondary education; and

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: VI. OFFICE OF THE STATE BOARD OF EDUCATION**  
**Subsection: A. Office of the State Board of Education**

December 2008

---

- g. administer all programs and services assigned to the Board by statute, regulation, or appropriation.

5. Internal Policies and Procedures

The Executive Director may establish additional policies and procedures for the internal management of the Office of the State Board of Education that complement, but do not supplant, the Governing Policies and Procedures of the State Board of Education. Such internal policies and procedures are subject to Board review and action.

6. Additional Responsibilities

Additional responsibilities of the executive director and of the Office of the State Board of Education are identified throughout the Governing Policies and Procedures and the State Board of Education Administrative Rules. Throughout both documents, the term "executive director" means the executive director of the Board, and the term "office" means the Office of the State Board of Education.

7. Retention of Tenure

An employee of the Office of the State Board of Education, who has previously been granted tenure at an institution, shall retain tenure under the following conditions:

- a. Leave of absence for this special assignment is approved by the university president.
- b. The special assignment with the Office of the State Board of Education is continuous until reassignment to the institution.

8. Staff Professional Development

The Board encourages the professional development of its employees in the Office of the State Board of Education. The same opportunities afforded to comparable positions in the institutions will be extended to Board officers to the maximum extent possible. Employees seeking professional leave with compensation must commit to returning to service in the Board office for a period of time equivalent to the paid professional leave. Should the employee fail to return and meet the service requirement, repayment of the compensation received during the professional leave will be required.