

Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

The administrative staff shall include the building principals, the director of special services, and other positions assigned by the Board as needed. As authorized by the Superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area to which they are assigned. Administrative staff are governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position. Such job descriptions shall be reviewed and updated on a regular basis.

Administrators shall submit written goal statements.

Priorities

The priorities of the administrators shall include:

1. Site-Based School Improvement: Continuing to make improvements in the school with a focus on attitude, behavior, and achievement;
2. Safety: Ensuring a healthy and safe learning environment;
3. Inclusion: Restructuring the school programs to better serve and include students with diverse and complex learning needs; and
4. Budgeting: Being responsible for budgeting of supplies, materials, and equipment.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position's job description.

Administrative Work Year

The administrators' work year shall be the same as the District's fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.

Legal Reference: I.C. § 33-513      Professional Personnel

Policy History:

Adopted on: March 20, 2017

Revised on: