The board will employ such administrative personnel as the needs of the district require.

# Compensation Guides and Contracts

All administrative personnel will be compensated for their services in conformity with an administrative salary as determined by the board.

## **Qualifications and Duties**

The superintendent will develop appropriate job descriptions for each administrative position in the district. When adopted by the board, such documents shall be filed in the central office and published in the appropriate handbook.

#### Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. The board reserves the right to reject any and all recommendations and to proceed on its own initiative.

# <u>Assignment</u>

Assignment of administrative personnel shall be recommended by the superintendent subject to approval of the board.

## Orientation

The superintendent will conduct an appropriate administrative orientation program designed to acquaint such personnel with the district, board policies, duties and responsibilities and other such activities as time and the needs of the district require.

## Supervision

The superintendent or designated representative shall be responsible for the supervision of all administrative personnel.

CG ADMINISTRATIVE PERSONNEL

CG-2

Time Schedules

Administrative time schedules and work loads will be dictated by the term of the

employment contract and assigned responsibilities.

Part-Time Administrators

The board may employ part-time administrators as the needs of the district dictate.

Administrative Intern Program

The board may cooperate with any approved administrative training institution in the

establishment and maintenance of an administrative intern program.

Personnel

The administrative staff shall fill only those positions authorized by the board.

Travel Expense

Travel expense for administrative staff shall be as provided in policy CEF.

**REVISED:** 

APPROVED: August 6, 1973

March 13, 2000 **REVIEWED: November 13, 2000** 

**REVIEWED AND APPROVED: December 12, 2011** 

**CG-R ADMINISTRATIVE PERSONNEL** 

CG-R

The board will solicit the recommendations of the superintendent in appointment,

assignment, transfer, demotion or termination of any administrative personnel.

Recruitment

All applicants will be screened initially by the superintendent who may use other staff

members to assist him/her. The superintendent will conduct final personal interviews with all

recommended candidates and their spouses. The superintendent may use other staff members,

board members and/or community members in this selection process.

CG-R ADMINISTRATIVE PERSONNEL

CG-R-2

Expenses incurred by candidates who are interviewed for administrative positions will be

paid by the district.

Interviews shall be conducted on a school day so that a candidate may visit the schools of

the district while they are in session.

Compensation Guides and Contracts

Central staff administrative contracts will be reviewed each January. All line

administrator contracts will be reviewed each February. The term of each administrative

contract will be determined by the board. Contract forms for administrators will be drawn by the

school district's attorney.

<u>Initial Compensation</u>

Initial salaries for administrators are established by the superintendent, and approved by

the Board of Education at the time the initial contract is approved.

Qualifications and Duties

Qualifications and duties of administrators shall be included in the corresponding

position guide(s).

Among other assigned duties, each administrator responsible for maintaining and

compiling student records is encouraged to periodically screen the contents of each student

record and to destroy any document which, in his/her judgment or in the judgment of the

superintendent, may pose as a legal threat to the student or any employee of the district.

All student records will be secured from free inspection by unauthorized personnel. Each

principal will be held responsible for the security and safety of said records.

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AMENDED: November 14, 1983

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March 13, 2000

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