

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.

Assignment

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.

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.

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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.

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.

**Initial Compensation**

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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