

Duties and Qualifications of Administrative Staff Other Than Superintendent

Duty and Authority

Certificated and non-certificated District administrators shall be approved by the Board of Trustees.

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 assignment. Such individuals directly report to the Superintendent.

Administrative duties and responsibilities shall be listed in the job description.

The Superintendent, as the Board's designee, may notify any District Office administrator prior to the contract expiration date or July 1<sup>st</sup>, whichever is sooner, if he/she intends to cancel any extension of their contract. Any such cancellation shall be conducted in accordance with State and federal law and administrative rules.

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.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction. Each certificated administrator will be paid an annual salary as determined by the Board and will receive the same leave, insurance, and other benefits received by other certificated personnel.

The Board recognizes that there are times when it is necessary and desirable for administrative personnel to be absent from their normally assigned duties. Therefore, the Superintendent is directed to make provisions for various types of leaves of absences for administrative personnel. Such leave must be granted final approval by the Board per Idaho Code 33-513(6).

Administrators' travel, lodging, and food expenses for District-related activities must receive the Superintendent's or designee's advance approval.

Legal Reference: I.C. § 33-506      Organization and Government of Board of Trustees  
I.C. § 33-513      Professional Personnel  
I.C. § 33-515      Issuance of Renewable Contracts  
I.C. § 33-1201      Certificate Required

Policy History:

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Revised on: