

## The School Board of Gadsden County

### Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

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## 1130 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS

The School Board believes that the appropriate placement of qualified and competent staff is essential to the success of the District.

### Appointment and Assignment

The Superintendent shall submit written recommendations with regard to the appointment and assignment of administrators for Board action.

The Board shall act not later than three (3) weeks following the receipt of FCAT scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendations for initial appointment and assignment, or re-appointment and assignment, for good cause.

### Promotion and Transfer

Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to F.S. 1012.34.

When need be, the Superintendent shall submit written recommendations with regard to the promotion or transfer of administrative staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an instructional staff member for good cause.

### Required Reporting

The Superintendent must annually notify the parent of any student who is assigned to a school with an administrator having two (2) consecutive annual performance evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings of unsatisfactory within a three (3) year period, or three (3) consecutive annual performance evaluation ratings of needs improvement or a combination of needs improvement and unsatisfactory. The Superintendent shall also comply with all other reporting requirements set forth in State law.

### Duties, Days, and Hours

The Superintendent shall communicate the duties, days, and hours of the various classifications of administrators.

- A. Administrative staff shall perform the duties required by Florida statutes and Board policy, as well as all other generally accepted administrative duties such as supervision of bus loading zones, chaperoning students, and other reasonable duties as may be assigned by the administrator's immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of an administrator's contract and just cause for disciplinary action.
- B. Administrative staff are responsible for student control and supervision at any location on campus or during school-sponsored activities.

- C. Administrators shall not permit their family or friends by their presence to interfere with performance of their duties during working hours.

### **Employment of, Contracting with, and Supervision of Relatives (Nepotism)**

Administrators may not nominate for employment, or directly supervise, relatives at the same work location. Furthermore, administrators may not recommend that the District contract with relatives for the purpose of providing goods or services to the District. The administrator of any District entity or office shall disclose to the Superintendent any relative for whom the administrator is responsible with respect to employment decisions, payroll authorization, or job performance evaluations. All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to make such disclosures prior to making a recommendation for employment or entering any other contractual relationship with a relative shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

"Relative" means an individual who is related to the administrator as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, or grandchild.

F.S. 112.3135, 1012.22, 1012.23, 1012.2315, 1012.27, 1012.28, 1012.34

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