

Policy

ADMINISTRATION

Administrative Positions/Job Descriptions and Evaluations of Administrators

All administrative and supervisory positions shall be established initially by the Board of Education upon recommendation of the Superintendent of Schools. Prior to creating a new position, the Board will approve a statement of job requirements as prepared by the Superintendent of Schools.

The Board directs the Superintendent of Schools to maintain a comprehensive, coordinated set of job descriptions for all positions to promote efficiency in the administration of the schools.

The Superintendent shall supervise development and implementation of the procedures necessary for evaluation of certified and non-certified administrators and supervisors.

Tenured certified administrators and supervisors shall be evaluated annually by appropriate procedures consistent with those adopted for evaluation of the tenured teaching staff. Non-tenured certified administrators shall be evaluated three times a year by appropriate procedures consistent with those adopted for the evaluation of non-tenured teaching staff.

Non-certificated administrators/supervisors will be evaluated in accordance with Board policy 4216.

Administrative Team Development in Service

Among the criteria used in annual evaluation of members of the administrative team, Board of Education policy includes personal professional growth; keeping the public and the Board informed about modern educational practices and trends; maintaining and enhancing the district's standing in all its major internal and external relationships.

The Board recognizes that a valuable source of the information necessary to accomplish these objectives is attendance and participation by district staff at State, regional and national educational conferences, conventions, workshops and seminars.

Therefore, the Superintendent shall develop forms and regulations to permit each administrative team member to attend such events at district expense subject to the following conditions:

- A. Superintendent approval of the relevancy and value of the event;
- B. Duration of total absence not to exceed six school days;
- C. Car mileage allowance shall be in accordance with the OMB Circular and policy 9250;
- D. Coach accommodation when traveling by train or plane will be according to policy 9250;
- E. Mid-fare accommodation at hotels and motels; when pairs of team members of the same sex, shared accommodations;

These conditions shall apply to travel accommodations and reimbursement procedures for all district-paid attendance at such events in accordance with policy 9250 and the OMB Circular.

