

ADMINISTRATION

Duties of Administrative Staff

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 which relate to their assigned responsibilities.

Each administrator's duties shall include but not be limited to:

- A. Planning for the improvement of the program for which he or she is responsible;
- B. Evaluating that program regularly;
- C. Evaluation includes annual and semi-annual evaluation of staff, daily supervision of the school plant and instructional programs, monthly review of budgets, and quarterly review of categorical programs.
- D. Recommending to the superintendent, through the management team, budgetary, program, staff and other changes that will enhance the program;
- E. Advising the superintendent, through the management team, of the impact of proposed policies or other administrative actions on the program for which he or she is responsible;
- F. Evaluating the performance of those staff reporting directly to him or her;
- G. Assisting his or her subordinates to improve their performance; and
- H. Promoting effective working relationships with students, staff and patrons of the district.
- I. Following the board-approved policies and procedures of the district.

The superintendent shall define the specific responsibilities of administrative staff through a written job description. Each administrator shall submit written goal statements to his or her supervisor as requested.