ADMINISTRATION

Duties of Administrative Personnel

As authorized by the superintendent, administrative personnel shall have full responsibility for the day-to-day administration of the area to which they are assigned. All administrative personnel shall carry out the policies of the board and all rules and regulations of the district affecting the educational program and their specific area of assignment.

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

1. Planning for the improvement of the program for which he/she is responsible;
2. Evaluating that program regularly;
3. Recommending to the superintendent, through appropriate channels, budgetary, program, staff and other changes that will enhance the program.
4. Advising the superintendent, through appropriate channels, of impact of proposed policies or other administrative actions on the program for which he/she is responsible.
5. Evaluating the performance of those staff reporting directly to him/her;
6. Assisting his/her subordinates to improve their performance; and
7. Promoting effective working relationships with students, staff and patrons of the district.

Inherent in the duties and responsibilities of every administrator is the commitment to serve the interests of the district as a member of the management team. In the event of any difference between the board and other employees, administrative and supervisory personnel by virtue of their acceptance of management responsibilities shall comply with the direction of the board and actively assist in managing the district.

Adoption Date: May 26, 1993