

**DUTIES AND QUALIFICATIONS OF CERTIFIED ADMINISTRATIVE STAFF
OTHER THAN SUPERINTENDENT**

Duty and Authority

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 assigned responsibilities.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

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.

Administrative Work Year, Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction, which will clearly state the administrative work year.

Legal Reference: I.C. § 33-513 Professional personnel.

Adopted on: 12-13-2004

Replaces Board Policy #302.6-305.5