

The board shall employ administrative personnel as needed.

- Compensation Guides and Contracts - All administrative personnel shall be compensated for their services with a salary determined by the board.
- Qualifications and Duties - The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, such documents shall be filed in the Office of Human Services.
- Recruitment - The board delegates to the superintendent the authority to identify and recommend the appointment of individuals to fill vacant administrative positions.
- Assignment - The board shall solicit the superintendent's recommendations in appointment, assignment, transfer, demotion, termination or non-renewal of any administrative personnel.
- Orientation - The superintendent will conduct an appropriate administrative orientation program designed to acquaint administrators with the district.
- Supervision - The superintendent shall be responsible for supervising all administrative personnel.
- Time Schedules - Administrative time schedules and workloads shall be dictated by the terms of the employment contract.
- Administrative Intern Program - The board may cooperate with an approved administrator training institution in establishing an administrative intern program.
- Personnel - The administrative staff shall recommend candidates only for those positions authorized by the board.
- Travel Expense - Travel expense for administrative staff shall be provided in accordance with CEF and GAN.

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