

CG Administrative Personnel (also see KB)

CG

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts. (See KB)

Qualifications and Duties

The superintendent shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the central office and may be published in the appropriate handbook.

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.

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 and Reimbursement

Travel expense for administrative staff shall be provided in accordance with CEF and GAN.

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