

CONTRACT SIGNING

The Western Heights Board of Education delegates the signing of contracts for employment in the following manner:

Contracts for certified staff and non-certified staff in supervisory positions shall be signed by the superintendent and the clerk of the board consistent with action taken by the Board of Education in official Board meetings. The same procedure shall be used for non-certified contracts except the assistant superintendent signature may substitute for the superintendent. Substitute teacher contracts may be signed by the superintendent, assistant superintendent, or director of personnel with out prior board approval.

Consistent with current board policy, the superintendent or assistant superintendent may enter into temporary contracts for a limited duration prior to board approval.

Adopted: 05-08-95