

Policy - 5230

Administration

Duties of Administrative Staff

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 which relate to their assigned responsibilities.

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

- A. Planning for the improvement of the program for which he/she is responsible;
- B. Evaluating that program regularly;
- C. Recommending to the superintendent, through the management team, budgetary, program, staff, and other changes that will enhance the program;
- D. Advising the superintendent, through the management team, of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;
- E. Evaluating the performance of those staff reporting directly to him/her;
- F. Assisting his/her subordinates to improve their performance; and
- G. Promoting effective working relationships with students, staff, and patrons of the district.

The superintendent shall define the specific responsibilities of administrative staff through a written job description. Each administrator shall submit written goal statements to his/her supervisor by October 15.

Adoption Date: JUL 18 1995

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Principals

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of the particular students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal benefit from the learning experience. They have primary responsibility for the improvement of instruction in their programs. A major portion of the principal's time is to be spent with staff, including classroom observations, staff evaluations, department meetings, and a review of instructional materials and new and promising innovations in teaching. A principal must possess the knowledge and skill necessary to evaluate the performance of staff members in accordance with district evaluation procedures. The superintendent shall be responsible for determining the evaluation skill and/or needs in considering candidates for the position of principal as well as providing an on-going development program related to the needs of all principals. The board may employ other administrative personnel for staff evaluations in case of using an administrative assistant.

Legal References:

RCW 28A.400.100 Principals and vice principals--Employment of--Qualifications--Duties

RCW 28A.400.110 Principal to assure appropriate student discipline

RCW 28A.150.240 Basic Education Act of 1977--Certificated teaching and administrative staff as accountable for classroom teaching--Scope--Responsibilities--Penalty

RCW 28A.405.230 Conditions and contracts of employment--Transfer of administrator to subordinate certificated position--Procedure

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