JOB DESCRIPTIONS/RESPONSIBILITIES

A. Duties of Classified and Certificated Staff

Staff are subject to the policies of the district, provisions of staff agreements in effect, state board of education regulations, state superintendent of public instruction regulations and other applicable state and federal law.

Employees shall be directly responsible to the principal at their respective building for implementing the policies, instructions, rules and regulations of each principal, the superintendent and the board of directors. It shall be the duty of each employee to know the rules, policies and regulations of the school and the school district.

The superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member shall receive a job description that identifies the essential functions of the job and which shall also serve as a basis for evaluation. Job descriptions shall be reviewed annually and revised when appropriate.

B. Principals and Program Administration

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 pro- gram 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, departmental 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.

C. 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:

1. Planning for the improvement of the program for which he/she is responsible;
2. Evaluating that program regularly;
3. Recommending to the superintendent, through the management team, budgetary, program, staff and other changes that will enhance the program;
4. 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;

5. Evaluating the performance of those staff reporting directly to him/her;
6. Assisting his/her subordinates to improve their performance; and
7. 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.

Cross References:	Board Policy 5240	Evaluation of Staff
Legal References:	RCW 28A.150.240	Basic Education Act of 1977 —Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
	28A.400.100	Principals and vice principals — Employment of — Qualifications — Duties
	28A.400.110	Principal to assure appropriate student discipline
	28A.405	Teachers — General Provisions
	28A.405.100	(2) Minimum criteria for the evaluation of certificated employees, including administrators — Procedure — Scope — Penalty
	28A.405.230	Conditions and contracts of employment— Transfer of administrator to subordinate certificated position — Procedure
	WAC 180-44	Teacher's Responsibilities
	42 U.S.C. SS 12101-12213	Americans with Disabilities Act (ADA)

Adoption Date: 5/16/1983
School District Name: Newport
Revised: 04.98; 06.07 , 09/24/09
Classification: Optional