

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 2270
Adopted: November 13, 2001
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ADMINISTRATION

Program Consultants

- I. Consultants who are either employed full-time or part-time shall have no administrative authority.
- II. Problems that arise between the consultant and an employee, shall be referred to the administrator responsible for the program.
- III. Consultants shall provide written or oral reports as required by the supervising administrator.
- IV. Contracts for outside consultants shall be written in accordance with District, or state and or federal requirements. In no case shall contracts be in violation of District procedures.
- V. The appropriate administrator shall process all contracts with the Payroll Department, requesting from the supervising administrator such material as needed.
- VI. The work of the outside consultants shall be evaluated at least once yearly by the supervising administrator. An annual evaluation process will be agreed upon before the contractor begins work. Such evaluation form shall be written in a manner agreeable to the contractor (consultant), and the Cambrian School District.
- VII. A timecard shall be kept by the supervising administrator of time spent at the school by consultants. Such a report shall be filed with the supervising administrator at least once a month on a form devised by the supervising administrator.