

ADMINISTRATION

Duties of Administrative Personnel

As authorized by the superintendent, administrative personnel shall have full responsibility for the day-to-day administration of the tasks to which they are assigned. Administrative staff members 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 budgetary, program, personnel and other changes that will enhance the program.
4. Advising the superintendent 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 employees reporting directly to him/her.
6. Assisting his/her subordinates to improve their performance.
7. Promoting effective working relationships with students, staff and patrons of the district.

The superintendent shall define the specific responsibilities of administrative staff members through a written job description.

Adopted: October 13, 1993