

Job Descriptions/Responsibilities

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 will 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 will be the duty of each employee to know the rules, policies and regulations of the school and the school districts.

The superintendent will 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 will receive a job description that identifies the essential functions of the job and which will also serve as a basis for evaluation. Job descriptions will be reviewed annually and revised when appropriate.

Principals

The districts will hold principals 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 will 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, 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 will 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.

Duties of Administrative Staff and Program Administrators

As authorized by the superintendent, administrative staff will 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 districts and are responsible for implementing the administrative procedures which relate to their assigned responsibilities.

Each administrator's duties will 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 community members of the districts.

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

Cross References: Board Policy 5240

Legal References: [RCW 28A.150.240](#)

[28A.400.100](#)

[28A.400.110](#)

[28A.405.100](#)

[28A.405.230](#)

[WAC 180-44](#)

[42 U.S.C. §§ 12101-12213](#)

Evaluation of Staff

Basic Education Act — Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty

Principals and vice principals — Employment of — Qualifications — Duties

Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills

Minimum criteria for the evaluation of certificated employees, including administrators — Procedure — Scope — Models — Penalty

Conditions and contracts of employment — Transfer of administrator to subordinate certificated position — Notice — Procedure

Teachers' Responsibilities

Americans with Disabilities Act (ADA)