

QUALIFICATIONS/CONTRACT PROVISIONS FOR ADMINISTRATORS

- A. Qualifications/contract provisions pertaining to administrative staff shall apply to the following positions:
1. Superintendent
 2. Business Manager
 3. Principals and Assistant Principals
 4. Directors including, but not limited to the following responsibilities:
 - a. Accreditation.
 - b. Activities Director
 - c. Alternative Education
 - d. Arena Manager
 - e. Assessment
 - f. Buildings, Grounds and Transportation
 - g. Career and Technical Education
 - h. Curriculum and Instruction
 - i. English Second Language Programs
 - j. Federal Programs
 - k. Food and Nutrition
 - l. Juvenile Detention Center Education
 - m. Our Home Educational Programs
 - n. Special Education Services
 - o. Technology
- B. Administrators will be re-elected at the first regular meeting of the board of education in March.
- C. Administrators shall carry out their responsibilities in conformity with adopted policies of the board, rules and regulations of the Department of Education (DOE), AdvancED (if applicable), and/or in accordance with pertinent regulations established by other agencies.
- D. Administrators shall meet qualifications for employment as per regulations specified by Department of Education (DOE) and AdvancED (if applicable).
- E. The board, in its sole discretion, may modify any provision pertaining to administrative qualifications/contracts as specified in policy. All administrators shall assume other duties as assigned by the board or the superintendent in addition to those which may be necessitated by changes in regulations.
- F. Administrators shall assist in establishing and maintaining good relations with civic, professional, service, parent organizations, and the community in general. They shall endeavor to have an active interest and involvement in community activities.
- G. Administrators shall promote professional growth of staff with respect to clinics, workshops, conferences, conventions, professional organizations, and appropriate in-service education programs.

H. Administrative qualifications/contract provisions will be the same as those of other certified staff unless otherwise specified as per policy handbook and/or contractual agreements between the board and the individual administrator(s). These provisions include:

1. assignment and transfer
2. tenure and separation
3. school calendar definition
4. insurance/early retirement
5. passes
6. leaves
7. grievance procedure and,
8. recruitment/retention stipend.

I. Administrator Sick Leave Bank

All administrators who have used all of their sick leave benefits may be eligible to draw sick leave benefits from the board of education's sick leave bank. The board's sick leave bank will be limited to 50 days in any one fiscal year. The following conditions must be met in order for the administrator to be eligible:

1. The administrator may be granted up to 10 days personal sick leave per year under this provision.
2. The administrator must have expended all of his/her sick leave benefits prior to making application under this provision.
3. Any administrator that has drawn more than 25 days of sick leave during the year will not be eligible under this provision.
4. All applications will be in writing.
5. All applications for additional sick leave will be made to the board of education or its designee.

All decisions by the board of education or its designee will be final.