

Category: 3000 - ADMINISTRATION	Policy Number: 3015
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Policy Title: Duties and Qualifications of Administrative Staff Other Than Superintendent	Effective Date: January 16, 2013
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Duty and Authority

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 that relate to their assigned responsibilities.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education and other qualifications as specified in the position's job description.

Administrative Work Year

The administrators' work year shall be 173 days, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.

Legal Reference: Idaho Code 33-513