

**Teton School District No. 401**

**ADMINISTRATION**

**6300**

Duties and Qualifications of Administrative Staff Other Than Superintendent

Appointment

Certificated and non-certificated district administrators may be appointed by the board of trustees as determined necessary.

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 is governed by the policies of the District and are responsible for implementing the administrative procedures that relate to their assigned responsibilities.

Administrators are directly responsible to the superintendent and will perform those duties and responsibilities set forth in the specific job descriptions.

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 the same as the District's fiscal year, 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 certificated district administrators will be employed using the appropriate contract approved by the State Superintendent of Public Instruction, and will be properly certified for the position.

Legal Reference: I.C. § 33-513 Professional personnel.

Policy History:

Adopted on: August 10, 2009

Revised on: June 21, 2010