

PERSONNEL

Job Descriptions/Responsibilities

1. 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.

The superintendent shall 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 shall be hired under a specific job description, which is updated when appropriate.

2. Principals and Program Administration

Principals have primary responsibility for the improvement of instruction in their schools. The principal's leadership is to be consistent with Board policies and will be based, in part, on frequent classroom observations, regular staff evaluations, staff meetings pertaining to curriculum and instruction, review of instructional materials, reading and research on sound educational practices.

In the pursuit of high standards in all schools, the District shall hold principals and other administrative staff accountable for instructional leadership that fosters and guides the continuous improvement of teaching and learning.

3. Duties of Administrative Staff

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 which relate to their assigned responsibilities.

Each administrator's duties shall include but not be limited to:

Planning for the improvement of the program for which he/she is responsible;

Evaluating that program regularly;

Recommending to the superintendent budgetary, program, staff, and other changes that will enhance the program;

Advising the superintendent of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;

Evaluating the performance of those staff reporting directly to him/her;

Assisting his/her subordinates to improve their performance; and
Promoting effective working relationships with students, staff, patrons, and the various community groups within the District.

The superintendent shall define the specific responsibilities of administrative staff through a written job description. Each administrator shall submit written goal statements to his/her supervisor annually.

Cross References:

(cf. 5240 Evaluation of Staff)

Legal References:

RCW 28A.150.240 Basic Education Act of 1977--Certificated teaching and administrative staff as accountable for classroom teaching--Scope--Responsibilities--Penalty
RCW 28A.400.100 Principals and vice principals--Employment of--Qualifications--Duties
RCW 28A.400.110 Principal to assure appropriate student discipline
RCW 28A.405 Teachers--General Provisions
RCW 28A.405.100(2) Minimum criteria for the evaluation of certificated employees, including administrators--Procedure--Scope--Penalty
RCW 28A.405.230 Conditions and contracts of employment--Transfer of administrator to subordinate certificated position--Procedure
WAC 180-44 Teacher's Duties
42 USC 12101 - 12213 Americans with Disabilities Act (ADA)

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