

# **Kimberly School District ADMINISTRATION 6140**

## **Duties and Qualifications of Administrative Staff Other Than Superintendent**

### **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.

Each administrator's duties and responsibilities shall be listed in the job description for that position.

### **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 unless an exception is granted by the Kimberly School Board of Trustees.

### **Administrative Work Year**

The administrators' work year shall be the same as the District's fiscal year, unless otherwise stated in the employment contract. Administrators, with the exception of the superintendent are employed for a specific number of days. These are actual work days and do not include holidays. In addition to legal holidays, the administrators shall have time off as approved by the Superintendent.

### **Compensation and Benefits**

All certificated administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction along with other administrators at the discretion of the board. This contract shall include remuneration, number of days worked and any other benefits provided by the district.

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

### **Policy History:**

**1st Reading:** January 27, 2004  
**Adopted On:** April 27, 2004