

Roles and Responsibilities of Administrative Staff

The board expects the superintendent to keep the administrative structure in compliance with the needs for support, supervision, and accountability throughout the school system. It is the superintendent's role to determine the organization, reorganization, and arrangement of district personnel. The superintendent shall inform the board of changes.

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.

The principal is the instructional leader of the school. He/she is responsible for fulfilling the district's mission and accomplishing the district's goals. The principal is expected to support and behave in a manner consistent with the district's mission, vision, values, goals, and strategic plan.

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

1. Planning for the improvement of the program for which he/she is responsible;
2. Evaluating that program regularly;
3. Recommending to the superintendent or designee budgetary, program, staff, and other changes that will enhance the program;
4. Advising the superintendent or designee of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;
5. Evaluating the performance of the staff reporting directly to him/her;
6. Assisting his/her subordinates to improve their performance;
7. Supporting staff development and training of those staff members for which he/she is responsible; and
8. Promoting effective working relationships with students, staff, and patrons of the district.

The superintendent shall define the specific responsibilities of administrative staff through written job descriptions approved by the board of trustees.

Legal source: Idaho Code 33-513 "Professional personnel."

Adopted: August 2, 2004

Reviewed: June 8, 2004

Revised: July 15, 2004