

Administrative Personnel

The superintendent shall recommend the number and type of administrative positions needed to administer school board policy on an annual basis to the board of trustees before April of each year. These positions include, but are not limited to, principals, head teacher, special education director, and federal programs director.

Evaluation

The superintendent shall be responsible for the evaluation and supervision of all administrative personnel and for recommending to the board of trustees administrative contract renewal, assignment, transfer, probation, and discharge.

Evaluation systems based on management and planning shall be developed and maintained by the superintendent. The management and planning process shall provide for performance reviews in two major areas, instruction and leadership. The superintendent shall develop specific goals and objectives in areas such as supervision, facility management, fiscal management, staff relations, student relations, curriculum leadership, staff development, and teacher evaluation.

Evaluations shall be conducted annually on a schedule determined by the superintendent with presentations made to the board of trustees before April of each year.

Compensation and Benefits

The superintendent shall recommend an administrative salary consistent with a management and planning process that rewards performance, training, responsibility, and experience. Comparability with neighboring school districts may be considered as a factor in determining salaries. Medical and life insurance benefits shall be provided.

Conferences

The superintendent will annually submit, for school board approval, a list of conferences and expenses for administrators to attend which will include, but may not be limited to, the following meetings:

Elementary:

- State conferences of the Idaho Elementary Principals Association.
- Regional and/or national conferences as funds will allow.

Secondary:

- State conferences of the Idaho Secondary Principals Association
- Regional and/or national conferences as funds will allow.
- Northwest Association of Secondary Schools conferences as funds will allow.

Central office administrators:

- State conferences of the Idaho Association of School Administrators.
- Regional and/or national conferences as funds will allow.

Other Supervisors:

- State, regional, or national conferences as funds will allow.

Expenses shall be defined as air-coach fare plus ground transportation fees, mileage, conference registration costs, room, and meals as determined by the state of Idaho rates.

Leaves

All administrative positions shall receive leave benefits as provided for in their contracts. Upon approval of the superintendent, extensions or emergency leave may be granted.

Consulting

The superintendent is authorized to approve consulting by administrators if such activities do not interfere with assigned duties. Requests must be made in writing to the superintendent.

In the case of the superintendent, the school board shall approve consulting agreements.

Legal source: Idaho Code 33-513 “Professional personnel.”
 Idaho Code 33-514 “Issuance of annual contracts.”
 Idaho Code 33-515 “Issuance of renewable contracts.”

Adopted: April 11, 1996
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Revised: August 2, 2004