

Duties of Administrative Staff - 6003

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:

- A. Planning for the improvement of the program for which he/she is responsible;
- B. Evaluating that program regularly;
- C. Recommending to the superintendent, budgetary, program, staff and other changes that will enhance the program;
- D. Advising the superintendent, of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;
- E. Evaluating the performance of those staff reporting directly to him/her;
- F. Assisting his/her subordinates to improve their performance; and
- G. Promoting effective working relationships with students, staff and patrons of the district.

The superintendent shall define the specific responsibilities of administrative staff through a written job description.