

## Policy --- 4010

### Administration

### Duties

As authorized by the superintendent, administrative staff shall have full responsibility for the day-to-day administration of the area(s) to which they are assigned. Administrative staff are governed by the policies of the district and are responsible for implementing administrative procedures relating to their assigned responsibilities(s).

Duties shall include, but are not limited to:

- A. Planning for improvement of the program for which he/she is responsible.
- B. Evaluating that program regularly.
- C. Recommending to the superintendent any budgetary, program, staffing or other changes that will enhance that 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 to him/her.
- F. Supporting and assisting his/her subordinates to improve their performance.
- G. Promoting effective working relationships with students, staff and patrons of the district.
- H. Clearly delineating and submitting goal statements for their performance/improvement each school year.

Adoption Date:   First Reading:   September 1994  
                          Second Reading:   October 1994