

EMPLOYMENT OF PRINCIPALS AND OTHER ADMINISTRATORS

Upon the recommendation of the Superintendent, the Board of Education may employ building principals and other administrative personnel required to accomplish the objectives of the School District. The Board shall enter into written contracts with its administrative employees specifying the employee's administrative position and duties, the salary and other compensation to be paid for the performance of the duties, the number of days vacation, if any, and any paid holidays in the contractual year. The length of contract for principals shall not exceed the maximum permitted by state law. Administrative personnel shall fulfill the requirements of the State Board of Education and shall meet the qualifications of education and/or experience set forth in the job description for the position.

Job Descriptions

Every administrative position shall have a specific role defined in a job description. The Superintendent shall be responsible for developing for each position an effective job description for the efficient management of the School District.

Principals

The principal shall be responsible to the Superintendent, who makes assignments or reassignments. The principal shall coordinate efforts with the members of the central office staff and shall work with them in their areas of specialization.

The principal's responsibilities shall be outlined in a job description and shall include the organization, administration, maintenance and supervision of the entire program of the school, the promotion of harmonious community relations and other duties that the Superintendent assigns.

Acting Principal

In the absence of the principal, an assistant principal or another person so designated by the Superintendent shall act with the authority of the principal.

Hours of Employment

The Superintendent shall establish the hours of employment for administrative personnel. These hours shall be the time required to complete the work for which the personnel were employed. This group of personnel is expected to be available to the staff and/or parents for conferences, meetings, etc., at the discretion of the Superintendent.

Plan and Procedure for Providing Fringe Benefits

Principals and other administrative staff shall be entitled to all fringe benefits provided under their individual contracts of employment, in accordance with the terms and conditions for use of such fringe benefits, as set forth therein.

LEGAL REFS: O.R.C. §3319.02
O.A.G. 2011-025

Adopted: April 16, 2020