

JOB DESCRIPTIONS/RESPONSIBILITIES**Duties of Classified and Certificated Staff**

Staff are subject to the policies of the District, provisions of staff agreements in effect, State Board of Education regulations, State Superintendent of Public Instruction regulations and other applicable state and federal laws.

Employees shall be directly responsible to the principal at their respective building for implementing the policies, instructions, rules and regulations of each principal, the Superintendent and the Board. It shall be the duty of each employee to know the rules, policies and regulations of the school and the District.

The Superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member shall receive a job description that identifies the essential functions of the job and which shall also serve as a basis for evaluation. Job descriptions shall be reviewed annually and revised when appropriate.

**Principals and Program Administration**

The District shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of the particular students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal benefit from the learning experience. They have primary responsibility for the improvement of instruction in their programs. A major portion of the principal's time is to be spent with staff, including classroom observations, staff evaluations, departmental meetings, and a review of instructional materials and new and promising innovations in teaching. A principal must possess the knowledge and skill necessary to evaluate the performance of staff members in accordance with District evaluation procedures. The Superintendent shall be responsible for determining the evaluation skill and/or needs in considering candidates for the position of principal as well as providing an on-going development program related to the needs of all principals.

**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:

- 1) planning for the improvement of the program for which he/she is responsible;
- 2) evaluating that program regularly;
- 3) recommending to the Superintendent, through the management team, budgetary, program, staff and other changes that will enhance the program;
- 4) advising the Superintendent, through the management team, of the impact of proposed policies or other administrative actions on the program for which he/she is responsible;
- 5) evaluating the performance of those staff reporting directly to him/her;
- 6) assisting his/her subordinates to improve their performance; and,
- 7) 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. Each administrator shall submit written goal statements to his/her supervisor by October 15.

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REFERENCE:

RCW 28A.150.240

RCW 28A.400.100

RCW 28A.400.110

RCW 28A.405

RCW 28A.405.100(2)

RCW 28A.405.230

WAC 180-44

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JOB DESCRIPTIONS/RESPONSIBILITY PROCEDURES

Job descriptions are maintained in the District office. A job description shall be provided to each staff member at the time of employment, when the staff member assumes a new position and when a position is modified or at any time upon the request of the staff member. Each job description shall include the essential functions of the job.

When substantive changes in the assignment occur, the staff member and supervisor will list the tasks that comprise the job and determine the skills, personal characteristics, educational background and training necessary for the employee to perform successfully. In order to accomplish this task, the staff member and supervisor will be asked to:

- 1) Define the job. (What will or does the staff member do?)
- 2) Identify the essential functions of the job.
- 3) Arrange the duties in terms of the percentage of time spent.
- 4) Explain the nature and extent of the supervision and guidance that is rendered to others.
- 5) State how and to what extent the actions, recommendations and decisions of the staff member affect the organization or public.
- 6) Describe the supervision and guidance received in the performance of the assignment.
- 7) Describe the degree to which the staff member must be a self-starter, exercise judgment and create solutions to problems.
- 8) State the knowledge, skills and abilities required by the job.
- 9) Identify personal contacts and/or interactions other than with supervisors or subordinates.

**Principals and Program Administration**

In conformance with state law, rules and regulations, principals shall be responsible for:

- 1) Implementing the District's prescribed curriculum and enforcing the procedures of the District, the State Superintendent of Public Instruction and the State Board of Education, taking into due consideration individual differences among students, and maintaining and rendering appropriate records and reports.
- 2) Maintaining good order and discipline in school buildings and playgrounds at all times.
- 3) Holding students accountable for any disorderly conduct in school.
- 4) Requiring excused from parents of minor students in all cases of absence, tardiness or early dismissal.
- 5) Giving careful attention to the maintenance of a safe and healthful atmosphere in the classroom, hallways and playground.
- 6) Giving careful attention to the safety of the student in the classroom and reporting any questionable or unsafe conditions.
- 7) Providing for the evaluation of each student's educational growth and development and making periodic reports to parents and other administrators.
- 8) Supervising and evaluating all staff which are assigned to the building.
- 9) Making recommendations to the Superintendent regarding appointment, assignment, promotion, transfer, probation or dismissal of all staff assigned to their attendance area.

- 10) Submitting recommendations to the Superintendent regarding the fiscal needs required to maintain and improve the instructional program for their attendance area.
- 11) Ensuring that the provisions of the collective bargaining agreement are followed.
- 12) Maintaining effective communications with students, parents and staff.
- 13) Monitoring the expenditure of all **District building** and ASB funds.
- 14) Maintaining the equipment, facilities and grounds of the school plant.

Failure to carry out such requirements as set forth above shall constitute sufficient cause for discharge.

Presented to Board: 10/28/98

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