

4055
Administrative Designee Position

The Board of Education finds that in order to provide for the effective management of the school system, to provide for harmonious working relationships among teaching staff, and to facilitate coordination of curriculum and extracurricular instruction, the district should create the position Administrative Designee.

- 1) Assignment
 - a) The Superintendent shall recommend an existing staff member to the Board of Education and the board shall approve or disapprove that recommendation. If the board disapproves the Superintendent's recommendation, the Superintendent shall recommend another candidate.
 - b) The assignment of a staff member to the position of Administrative Designee shall be for the upcoming school year only, although the same teacher may be reassigned to the position for as many successive years as the Superintendent and Board determine to be appropriate.

- 2) Duties
 - a) The Administrative Designee will be the Principal's or Superintendent's appointee for all circumstances contemplated by board policy or state statute.
 - b) The Administrative Designee will act as the building or district's administrator when both the Principal and Superintendent are absent from the district or otherwise unable to perform administrative duties.

Adopted on: 7/11/2016

Revised on: _____

Reviewed on: _____