

**Board Policy 6300: Duties and Qualifications of Administrative Staff    Status: ADOPTED**  
**Other Than Superintendent**

Original Adopted Date:09/2025 | Last Reviewed Date: 09/2025

Duty and Authority

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 that relate to their assigned responsibilities.

Each administrator’s duties and responsibilities shall be listed in the job description for that position.

Qualifications

All administrative personnel shall have a valid certificate and appropriate endorsements issued by the State Board of Education, and other qualifications as specified in the position’s job description.

Administrative Work Year

The administrators’ work year shall be the same as the District’s fiscal year, unless otherwise stated in the employment agreement. In addition to legal holidays, the administrators shall have vacation periods as approved by the Superintendent.

Compensation and Benefits

All administrators shall be placed on a written contract approved by the State Superintendent of Public Instruction.

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<b>Legal References</b>	<b>Description</b>
IC § 33-513	Professional Personnel
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
6320	<a href="#">Evaluation of Administrative Staff</a>