

ADMINISTRATOR STAFF REDUCTION

Prior to any administrative staff reduction, the administrators will be surveyed to review future employment plans. The Superintendent has the sole discretion to determine whether it is necessary to reduce administrative staff. When appropriate, normal attrition will be evaluated prior to the implementation of any administrative reductions.

Those persons who are to be reduced shall be notified as soon as possible of the proposed reduction, but not later than the statutory date as set forth by the Code of Iowa for the year in which the reduction shall occur. They will be informed of other vacancies for which they may qualify and will be given an opportunity to interview for such vacancies.

When available, reduced Administrators shall be given consideration for full-time teaching positions as openings occur for which they are qualified and certificated.

The District will provide employer contacts and letters of recommendation to reduced Administrators who are seeking employment elsewhere.

The Superintendent will consider an Administrator's certification, qualification, performance and experience when making any decisions with respect to administrative reductions. An Administrator's length of employment as an Administrator may be relevant in the evaluation of the Administrator's performance and experience; however, administrative reductions will not be based upon an Administrator's seniority. Administrators do not have displacement rights under the provisions of this administrative regulation.

The following definitions will be used in the implementation of Board policy 301.0:

Certification--Meeting requirements for the position as prescribed by the Iowa Department of Education

Qualification/Performance--Include, but not limited to, satisfactory performance in a specific assignment (e.g., position, building and program(s), as well as a review of all professional evaluation documents).

Administrators are subject to reassignment at the discretion of the Superintendent. Reassignment of administrative responsibilities may occur in connection with the implementation of any administrative staff reductions (e.g., as buildings are closed, the Administrators of the closed buildings will not necessarily be reduced, but may be reassigned in connection with reductions that occur elsewhere).

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12/4/03

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