

**ADMINISTRATIVE RESPONSIBILITIES RELATED TO JOB DESCRIPTION ACCOUNTABILITY**

The Santee School District Governing Board believes that administrators are hired to provide outstanding leadership in pursuit of the Board’s mission, belief statements, and goals. The Board expects the Superintendent and his/her designees to recruit and employ the highest quality of leaders. It is also expected that these leaders will contribute to a professional working environment designed to improve and enhance the educational programs and operations in the District and offer quality services to parents and the community.

Administrators in the Santee School District, including certificated, classified, and confidential managers are members of the Superintendent’s Professional Leadership Team. The Board approves a contracted year or number of days a specific administrator is expected to work, and they ratify job descriptions and annual salary schedules for each administrative position on the team. Administrators are expected to perform assigned duties, meet expected goals, and complete anticipated outcomes based on a schedule aligned with their job description and established by their Supervisor.

The Board expects each administrator to be accountable to meet the mission of the district, the goals of the Board and the vision of the Superintendent. The Superintendent or his/her designee supervises administrative staff and works with the employee to schedule their work year consistent with the job description and the outcomes the administrator expects the employee to meet. The Supervisor is responsible for monitoring the schedule of the administrative employee in line with Board and Superintendent goals, work year, schedules for work, job performance and successful completion of their goals Administrators will be evaluated on their performance by the Superintendent or his/her designee using the official evaluation tool aligned with the administrator’s job description.

The Board understands that from time to time, administrators are expected to work beyond the eight hour day including evening and weekend meetings and events. Because administrators are salaried employees and not hourly employees, the administrative daily work schedule may vary with the Supervisor’s approval, as job responsibilities vary. Administrators are not routinely compensated for additional time; however, Supervisors are accountable for approving alternative schedules and/or additional compensation when appropriate.

*Legal Reference:*

EDUCATION CODE

*Term of employment*

GOVERNMENT CODE

*53260-53264 Employment Contracts*