

The board shall employ administrative personnel as needed.

Compensation Guides and Contracts

Administrative personnel shall be compensated for their services with a contracted salary determined by the board. Administrative contracts shall be reviewed annually. The board shall determine the terms and length of each contract. The board's attorney may develop and review administrator contracts. (See KB)

Qualifications and Duties

The executive director shall develop appropriate job descriptions for each administrative position. When adopted by the board, job descriptions shall be filed in the human resources office and may be published in the appropriate handbook.

Recruitment

The board delegates to the executive director the authority to identify and recommend the appointment of individuals to fill vacant administrative positions. The executive director shall screen all applicants and may use other staff members to assist. The executive director shall make recommendations to the board. The service center may pay preapproved expenses incurred by candidates interviewed for an administrative position.

Assignment

The board shall solicit the executive director's recommendations in appointment, assignment, transfer, demotion, termination or non-renewal of any administrative personnel.

Orientation

The executive director shall conduct an appropriate administrative orientation program.

Supervision

The executive director shall be responsible for supervising all administrative personnel.

Administrative Intern Program

The board may establish, by contract with an approved administrator training institution, an administrative intern program.

Travel Expense and Reimbursement

Travel expense for administrative staff shall be provided in accordance with CEF and GAN.

Approved: SCKESC Board of Directors 10/01/2008