

ADMINISTRATION AND EMPLOYEES

As managers of the school district, the administrators shall make employment recommendations, supervise employees, and evaluate employees' performance. Concerns or requests by employees shall first be reported to their direct supervisor for resolution. It shall be the responsibility of the administrators to resolve complaints and handle requests.

It shall be the responsibility of the administration to foster a positive attitude and to promote a cooperative effort among employees. It shall also be the responsibility of the administration to prevent misunderstandings within the school district and the community. It shall be the responsibility of each administrator to provide leadership to employees, and it shall be the responsibility of each school district employee to work cooperatively with the administrators to accomplish the educational philosophy of the school district.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23, .24 (2013).  
281 I.A.C. 12.4.

Cross Reference: 301 Administrative Structure  
302 Administration Relationships  
401.8 Employee Involvement in Decision Making

Approved 12/10/2001 Reviewed 6/14/2021 Revised \_\_\_\_\_