

Walla Walla Public Schools

BOARD POLICY

Policy No. 5230

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JOB DESCRIPTIONS/RESPONSIBILITIES

Duties of Classified and Certificated Staff

Staff are subject to the policies of the district, provisions of staff agreements in effect, state board of education regulations, state superintendent of public instruction regulations and other applicable state and federal law.

Employees shall be directly responsible to the principal at their respective building or director if an itinerant employee. It shall be the duty of each employee to know the rules, policies, and regulations of the school and the school district. The district shall distribute policy books to each department/building and the directors/principals shall see that they are available to staff at designated locations.

Each staff member shall receive a job posting that contains a description of the essential functions of the job and which may also be utilized for evaluation. Job postings shall be reviewed and revised when appropriate.

The superintendent shall develop procedures for job postings.

Principals and Program Administration

The district shall hold principals and other administrative staff accountable for the proper and efficient conduct of classroom teaching in their schools which will meet the individual and collective needs of the particular students enrolled. Principals shall achieve and maintain standards of excellence in the instructional program so that each student exposed to this program derives the greatest academic and personal benefit from the learning experience. They have primary responsibility for the improvement of student learning. A major portion of the principal's time is to be spent with staff, including classroom observations, staff evaluations, departmental meetings, analysis of data, and implementation of research-based effective practices. A principal must possess the knowledge and skill necessary to evaluate the performance of staff members in accordance with district evaluation procedures. The superintendent shall be responsible for determining the evaluation skill and/or needs in considering candidates for the position of principal as well as providing an on-going development program related to the needs of all principals.

Duties of Administrative Staff

As authorized by the superintendent, administrative staff shall have 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 which relate to their assigned responsibilities. Administrative staff shall work cooperatively and according to contract with building principals for the supervision and evaluation of department staff.

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Each administrator shall receive a job posting that contains a description of the essential functions of the job and which may also be utilized for evaluation. Each administrator shall submit written goal statements to his/her supervisor by October 15.

Cross References:	Board Policy 5240	Evaluation of Staff
Legal References:	RCW 28A.150.240	Basic Education Act of 1977--Certificated teaching and administrative staff as accountable for classroom teaching--Scope--Responsibilities--Penalty
	28A.400.100	Principals and vice principals--Employment of--Qualifications--Duties
	28A.400.110	Principal to assure appropriate student discipline
	28A.405	Teachers--General Provisions
	28A.405.100(2)	Minimum criteria for the evaluation of certificated employees, including administrators--Procedure--Scope--Penalty
	28A.405.230	Conditions and contracts of employment--Transfer of administrator to subordinate certificated position--Procedure
	WAC 180-44	Teacher's Duties
	42 U.S.C. SS 12101 - 12213	Americans with Disabilities Act (ADA)

Adopted by the Board: July 16, 2002

Revised: October 7, 2003