Policy Title: **Administrator Contract and Contract Nonrenewal** Policy Code No. 303.3

It shall be the responsibility of the Board to create the Superintendent's contract. It shall be the responsibility of the Superintendent to create a contract for all other administrative positions.

The length of the contract for employment between an administrator and the Board shall be determined by the Superintendent. The contract shall state the terms of the employment, and be approved by the Board.

The first two (2) years of a contract issued to a newly employed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the consent of the administrator. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract at any time.

The contract shall automatically continue in force for one year following expiration unless mutually modified or terminated by the Board and the administrator.

Administrators, who wish to resign, to be released from a contract, or to retire, must comply with Board policies regarding the areas of resignation, release or retirement.

An administrator who wishes to be released from a contract shall submit a written request to the Superintendent at least twenty (20) working days prior to the anticipated termination date. Release from the contract shall be dependent on the circumstances involved, including the availability of a qualified replacement. Such release shall be approved by the Board.

The Superintendent shall notify the Iowa State Department of Education in the event an administrator terminates employment without a proper release from the contract.

When an administrator's performance indicates cause for termination, proceedings shall be instituted as prescribed by the Code of Iowa.

The Board shall have the discretion to determine the appropriate number of administrative personnel.

When considering a reduction in administrative personnel, the Board shall consider the number of students to be enrolled, the condition of the facilities, the economic condition of the school district, the reassignment of duties among other personnel, and other factors deemed relevant by the Board.

In making the reduction of administrative personnel, the Board shall consider their relative skills, ability, competence, experience, effectiveness, and qualifications, as well as other factors deemed relevant by the Board.

The Board shall consider the relative skills, ability, competence, experience, effectiveness, and qualifications of the administrators to do the available work, as well as other factors deemed relevant by the Board in making reductions of administrative personnel.

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| Legal Ref.: | Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).  Board of Education of Fort Madison Community School District v Youel, 282 N.W.2d 677 (Iowa 1979).  Briggs v Board of Education of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).  Iowa Code §§ 279.20, .22-.25 (2013).  281 I.A.C. 12.4(4), .4(7).  Olds v Board of Education, Nashua Community School District, 334 N.W. 2d 765 (Iowa App. 1983).  Ar-We-Va Community School District v Long and Henkenius,292 N.W. 2d 492 (Iowa 1980).  In re Waterloo Community School District and Concerning William J. Gowans, 338 N.W. 2d 153 (Iowa 1983).  Iowa Code §§ 279.8, .21, .24 (2013). | | |
| Cross Ref.: | 303 Administrative Employees | | |