

Section 3: School Administration

3.0 School Administration

3.000 School Administration Structure

3.1 Director

3.100 Director

3.110 Powers and Duties of the Director

3.120 Director Responsibilities

3.130 Director Recruitment

3.140 Director's Employment Contract

3.150 Director's Long-Range Goals and Annual Work Objectives

3.160 Director's Performance Evaluation

3.170 Renewal/Extension of Director's Employment Contract

3.180 Termination of Director's Employment Contract

3.190 Interim Director

3.2 Other School Administrators

3.200 Other School Administrators

3.210 Powers and Duties of the Principal

3.215 Powers and Duties of the Development/Communications Director

3.220 Powers and Duties of the Business Manager

3.230 Recruitment of Other School Administrators

3.240 Employment Contracts for Other School Administrators

3.250 Goals and Work Objectives for Other School Administrators

3.260 Performance Evaluations of Other School Administrators

3.270 Renewal/Extension of Other School Administrator's Contracts

3.280 Termination of Employment for Other School Administrators

3.290 Professional Development for School Administrators

BOARD POLICY
3.000

SCHOOL ADMINISTRATION STRUCTURE

In accordance with the By-Laws, the Board shall employ a Director responsible for the execution of Board policies and decisions and overall administration of the School.

The Board may also establish other senior-level School Administrator positions, in consultation with the Director, to work under the direction of the Director and assist in the overall administration of the School. Such positions may include a Principal, Curriculum Coordinator, Finance Manager and others, as deemed necessary by the Board.

The Director may delegate some of his/her duties to these other School Administrators or other members of the School staff, but the Director still has full responsibility and accountability for the successful execution of his/her duties.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: By-Laws of the Association
2.010 Powers and Duties of the Board of Trustees
3.100 Director
3.110 Powers and Duties of the Director
3.130 Director Recruitment
3.200 Other School Administrators

BOARD POLICY

3.100

DIRECTOR

The Board shall employ a professional school administrator to serve as the Director whose responsibility it shall be to ensure the efficient and effective operation of the School in accordance with Board policies and decisions.

The Board recognizes the Director as the chief executive officer of the School and delegates to him/her the responsibility for the day-to-day administration of the School. The Director shall be responsible to the Board, and through the Board to the Trustees and the U.S. Ambassador to Libya or his/her representative, for all aspects of the School's operations.

The Director shall report directly to the Board, and is responsible only to the Board as an officially convened body. He/she is not responsible to any individual member of the Board or committee designated by the Board.

The Director shall attend all meetings of the Board (except meetings pertaining to his/her own performance, or when otherwise excused as determined by the Board and Board policy). The Director may submit motions for consideration of the Board and his/her input and recommendations are encouraged, but the Director does not have a vote.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: By-Laws of the Board of Directors
3.000 School Administration Structure
3.110 Powers and Duties of the Director

BOARD POLICY

3.110

POWERS AND DUTIES OF THE DIRECTOR

The Director shall be responsible for the overall administration of the School in all of its aspects and shall carry out his/her administrative functions in accordance with the policies adopted by the Board. He/she shall devote his/her full time skill, labor and attention to the discharge of his/her duties.

Consistent with Board policy the Director shall have the following powers and duties:

- A. **Board.** The Director shall carry out all duties as may be assigned by the Board and shall be accountable to the Board for the School's total operations. He/she shall attend all meetings of the Board and Association, keep the Board regularly informed regarding the School's performance, make sound recommendations on matters requiring Board action and implement policy and other decisions approved by the Board. He/she shall also serve as a conduit to ensure effective communication between the Board and the School community.
- B. **Curriculum and Instruction.** The Director shall set the academic vision for the School, in keeping with the School's overall goals and mission, and be responsible for all phases of the instructional program, including establishing and maintaining academic standards, developing and enhancing the curriculum, selecting textbooks and implementing assessment methods.
- C. **Personnel.** The Director shall be responsible for developing staffing plans that support and build the School's academic programs and attract the best qualified staff to the School. He/she shall recruit, hire, manage and terminate faculty and support staff in accordance with Board policy (and based on Board approved staffing levels), develop personnel performance plans, conduct timely performance evaluations and promote an ongoing staff development program.
- D. **Students.** The Director shall develop admissions and placement procedures for new students, develop and implement formal assessment and grading procedures, oversee development of student programs and be responsible for student supervision and enforcing student behavior policies.

- E. Communication. The Director is the key spokesperson for the academic philosophy and program of the School. He/she shall establish and maintain a communications program to keep all members of the School community informed of School academic direction, regulations and activities and facilitate a wholesome and cooperative working relationship within the School community. He/she shall also represent the School in dealings with outside organizations and agencies, both locally and internationally, including governmental bodies.
- F. Business Management and Development. In conjunction with the Board, the Director shall develop a strategic plan for the School. He/she shall be responsible for the implementation of that plan, including the development of goals and objectives consistent with the plan, and work with the Board to regularly assess the plan to meet the School's future needs. The Director shall also continually seek and recommend growth opportunities for enrollment.
- G. Fiscal Management. The Director shall have responsibility for establishing and ensuring that the systems and methods for budgeting, expenditure of funds and safekeeping of assets resulting in efficient financial management. He/she shall also oversee development of the annual budget with the Board Treasurer for Board approval, monitor ongoing income and expenditures against the budget, collect school fees and track school assets.
- H. Physical Facilities. The Director shall be responsible for ensuring systems are in place for the proper management, operation and maintenance of the School's physical plant and facilities. He/she shall also recommend to the Board facilities upgrades and improvements as required and provide for the acquisition of bids and development of specifications for any major or new construction effort.
- I. Operations and Support Services. The Director shall have responsibility for the daily operation of the School, including the supervision of all support services (e.g. transportation, security, maintenance and food/catering services) and ensure the health and safety of all personnel and students on campus. He/she shall implement safety regulations and emergency plans, and report to the Board any extraordinary incidents.
- J. School Policy: The Director shall be responsible for the execution of Board policies and development and implementation of regulations in support of those policies. He/she shall also identify areas where policies need to be added, revised or deleted and develop recommendations for the Board's approval.

K. Other. The Director shall perform any other duties as set forth elsewhere in this Board Policy manual, or as may be assigned by the Board from time to time, so long as those additional responsibilities are consistent with those normally associated with the position of Director.

These duties and responsibilities shall be clearly defined in a job description and should align with those specified in the Director's employment contract. With respect to their relationships to one another and the determination of their respective powers and duties, the Board and Director are both subject to the Charter and By-Laws of the Association.

The Director may delegate some of these functions to other School Administrators or members of the School faculty, but the responsibility and accountability for the successful execution of these functions remains with the Director.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: By-Laws of the Board of Directors
2.010 Powers and Duties of the Board of Trustees
3.100 Director
3.130 Director's Recruitment
3.160 Director's Performance Evaluation
3.200 Other School Administrators
3.210 Powers and Duties of the Principal
3.220 Powers and Duties of the Business Manager

BOARD POLICY

3.120

DIRECTOR RESPONSIBILITIES

In addition to the specific powers and duties outlined in his/her job description, the Director shall have the responsibility to:

- A. Assume an active role in carrying out the responsibilities of the Director as directed by the Board and as defined in Board policies;
- B. Act at all times, in a manner consistent with the Articles and By-Laws of the Association and associated Board policies;
- C. Devote time, thought, and study to the duties and powers of a Director so as to render effective and creditable service;
- D. Attend all meetings of the Board, except Executive Sessions when the Board specifically requests the Director not to participate, and come well prepared and participate fully in all matters;
- E. Ensure recommendations to the Board are made on sound business logic, reasoning and common sense, and provide the Board all the necessary information as to ensure they can make informed decisions. Also show impartiality in providing solutions, keeping in mind the overall goal of the school, its students, teachers and administration;
- F. Support Board decisions, respect Board confidentiality and recognize that the Board operates as a unit. Remember at all times that no individual Board member has legal authority outside the meetings of the Board, except as specifically granted by the Board, the Charter and/or By-Laws;
- G. Implement the policies established by the Board which define how the School is to be governed, and establish regulations in support of the approved policies;
- H. Support the School and demonstrate that support within the community through active promotion of the School, its mission and programs;
- I. Maintain the confidentiality of privileged information;
- J. Welcome and encourage active participation and cooperation by parents, teachers and all organizations concerned with the welfare of the School.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.110 Powers and Duties of the Director

BOARD POLICY

3.130

DIRECTOR'S RECRUITMENT

The Board shall be responsible for the recruitment and selection of the Director. The Director should have a history of successful management performance, a proven record to substantiate a commitment to standards of professional excellence and personal integrity, and be adaptable and resourceful in the local environment.

The selection of the best candidate with the right qualifications to meet the needs of the School is a time-consuming and challenging task. To ensure the process is completed efficiently and successfully, the Board may seek guidance and assistance from a professional recruiting agency and/or establish a Search committee comprised of parents and faculty, to help in the recruiting, screening and interviewing process. The final selection and appointment, however, rests with the Board.

The candidate shall be a U.S. citizen and ideally possess the following qualifications:

- A. Advanced degree in education or a related field, with a current administrator's state certificate;
- B. Experience as a Director or Superintendent in international schools, including schools with an American-based curriculum;
- C. Experience as a school Principal; knowledge in curriculum planning, instruction, and staff development; able to provide direction to the management team in all areas;
- D. Extensive management and teaching experience in an American-based curriculum program;
- E. Strong school financial management experience;
- F. Experience in strategic planning, decision making and crisis management; target oriented and organized;
- G. Experience in identifying resources, recruiting staff and personnel evaluations;
- H. Strong verbal and written communication skills;

- I. Willingness to foster positive relationships with the faculty, the administration, the Board and the community; a team worker; able to inspire confidence in peers and subordinates and to generate trust;
- J. Cross-cultural experience and a desire to understand and adapt to other cultures. Capable of working closely with the various business, host government and diplomatic communities.
- K. Physically fit as certified by a medical authority.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.110 Powers and Duties of the Director
3.140 Director's Employment Contract

BOARD POLICY

3.140

DIRECTOR'S EMPLOYMENT CONTRACT

The appointment of the Director shall be secured through an explicit contractual agreement, which shall state the contract term, responsibilities, authority, compensation and other benefits, and other conditions of employment. The contract shall follow current Board policy, meet all legal requirements and shall protect the rights of both the Board and the Director.

The Director's contract shall contain the following provisions:

- A. Scope of Work/Statement of Duties and Responsibilities
- B. Period of Service
- C. Compensation
- D. Leave
- E. Other Benefits
- F. Expense Allowances
- G. Medical Examination
- H. Conflicts of Interest and Outside Employment
- I. Performance Evaluation Procedure
- J. Renewal/Termination of Employment Contract

The Board reserves the right to add or delete benefits to the Director's contract as it deems appropriate.

The Director's initial term of employment shall be for a two or three- year period, as determined by the Board. It shall commence on August 1, and terminate on July 31, unless further extended or sooner terminated as hereinafter provided.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.110 Powers and Duties of the Director
3.130 Director's Recruitment
3.160 Director's Performance Evaluation
3.170 Renewal/Extension of the Director s
Employment Contract
3.180 Termination of Director's Employment
Contract

BOARD POLICY
3.150

DIRECTOR'S LONG-RANGE GOALS AND ANNUAL WORK OBJECTIVES

No later than the regular October Board Meeting, the Director shall present to the Board for approval, his/her long-range goals and annual work objectives. Every attempt shall be made by the Director to have his/her goals and work objectives consistent with the School's approved strategic plan and goals, principles of sound management practices and the overall mission and objectives of the school.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 1.300 Strategic Planning
3.110 Powers and Duties of the Director
3.120 Director Responsibilities
3.160 Director's Performance Evaluation

BOARD POLICY

3.160

DIRECTOR'S PERFORMANCE EVALUATION

The Board shall review annually the Director's performance based on established goals and objectives for the year.

Early in the school year, but no later than October, the Board shall agree on the format for the Director's evaluation, and based on the agreed goals for the year, review the evaluation form and process with the Director. The criteria against which the Director shall be assessed shall include his/her employment contract, job description and his/her annual goals.

The Board shall devote at least a portion of one Executive Session meeting no later than March 31st of each year to formally evaluate the Director's performance and his/her working relationship with the Board. The results of the Board's evaluation shall be summarized in the form of a written letter from the Board Chairperson or designee. The letter shall include a general statement of the Director's performance and shall indicate where the Director's performance has excelled and target areas for performance improvement. The Director shall be provided with a copy of the written evaluation at least ten (10) days prior to a second Executive Session of the Board in which the Board and Director meet to discuss such evaluation. The Director shall have the right to make a written response to the evaluation. This response shall also be placed in the Director's personnel file with the evaluation.

The Board members and the Director shall keep the performance evaluation and any discussions of the Director's performance confidential.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.110 Powers and Duties of the Director
3.150 Director's Long-Range Goals and Annual
Work Objectives

BOARD POLICY

3.170

RENEWAL/EXTENSION OF DIRECTOR'S EMPLOYMENT CONTRACT

There shall be no obligation on the part of the Board to renew or extend the Director's employment contract beyond the specified termination date cited in the contract.

The Board shall meet in an Executive Session, to consider extending the term of the Director's employment no later than April 30th in the year preceding the last year of the Director's contract, in conjunction with the Board's evaluation of the Director's performance, Following this meeting, and within fifteen (15) days, the Board shall formally notify the Director of its intention to either: (1) extend or renew the existing contract for a one year or multiple year term; or (2) terminate its relationship at the end of the current contract.

If the Board decides to extend the contract, it shall so notify the Director. Following such notification, the Director shall accept or reject the Board's offer within ten (10) days following receipt of the offer of extension. If the Director fails to accept the Board's offer of extension within ten (10) days after receipt, the offer becomes null and void.

Should the Board not meet the requirements defined above, the term of the Director's contract shall be automatically extended by an additional one (1) year period, upon the same terms and conditions set forth therein, except that there shall be no further automatic extension of the agreement.

Any extension or renewal of the term of the Director's employment shall be in the form of an amendment to the current contract and shall be upon the same terms and conditions as defined therein unless otherwise agreed to in writing by both parties. It shall not be considered that the Board and the Director have entered into a new agreement, unless this is stated in writing signed by both parties.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 2.010 Powers and Duties of the Board
3.110 Powers and Duties of the Director
3.160 Director's Performance Evaluation
3.180 Termination of the Director's
Employment Contract

BOARD POLICY

3.180

TERMINATION OF DIRECTOR'S EMPLOYMENT CONTRACT

The Board reserves the right to terminate the employment of the Director at the end of his/her contract or at any earlier time as outlined below. The termination clause in the Director's contract should be consistent with Board policy, but in the event it differs, the employment contract shall prevail.

- A. Termination upon successful completion of contract. Upon satisfactory completion of his/her contract, the Director shall be granted all benefits outlined in his/her contract.
- B. Termination by Board for inability to perform duties. The Director's contract may be terminated by the Board if the Director is unable, by reason of sickness or other disability, to discharge the duties and responsibilities specified in his/her employment agreement for a period of six (6) consecutive months beyond exhaustion of the Director's accumulated sick leave entitlement or beyond the period of any extended leave granted by the Board, with or without compensation. In the event of such termination, the Director shall be entitled to the compensation agreed upon and end of contract shipping and transportation allowances.
- C. Termination by Board for misconduct. The Board may terminate the Director's contract if the Director is determined to be guilty of insubordination, immoral character, inefficiency, incompetency or neglect of duty in accordance with the hearing procedures defined in the Director's contract and associated with this policy. Compensation and all other benefits agreed under the terms of the contract will cease upon the effective date of termination, unless otherwise agreed to in writing by the Board and the Director.
- D. Termination by Board for other reasons. The Board may propose to terminate the Director's contract upon ninety (90) days written notice to the Director. If the Director concurs in writing with this decision, the School shall pay to the Director the equivalent of six (6) months salary and benefits plus end of contract shipping and transportation allowances as outlined in his/her contract as severance pay. In the event the Director accepts the settlement specified above, the requirement for a hearing of the reasons for termination in a closed executive session before the Board shall be deemed to have been waived.
- E. Termination by Director. The Director may propose to terminate his/her contract upon ninety (90) days written notice to the Board. If the Board

agrees, the salary and benefits shall be paid on a pro-rata basis until the date of termination.

If, for any reason, the Director is unable to complete his/her contract, the Board may appoint an interim Director.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 2.010 Powers and Duties of the Board
3.110 Powers and Duties of the Director
3.140 Director's Employment Contract
3.160 Director's Performance Evaluation
3.170 Renewal/Extension of Director's
Employment Contract
3.190 Interim Director

BOARD POLICY

3.190

INTERIM DIRECTOR

The Board reserves the right to appoint an interim Director if such position becomes vacant for any reason or the presiding Director is incapacitated and unable to perform the duties of the position.

The interim Director shall perform all the duties and functions of the Director, or those duties as determined by the Board. The interim Director shall remain in the position until a new Director is appointed and has assumed his/her duties (in the case of a vacancy) or the Director is able to resume his/her duties (in the case of incapacity).

The determination of incapacity may be made at the request of the Director or by a qualified medical examiner brought in at the request of the Board. During the period of incapacity, the Director shall be placed on leave, and the benefits provided during that time shall be defined in his/her employment contract. The leave shall not extend beyond the term of the Director's contract.

The Board shall make the final determination when the Director is permitted to return to active duty. That decision may involve input from a qualified medical examiner or other evidence that the Director is capable of resuming his/her duties on a full time basis.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.140 Director's Employment Contract
3.180 Termination of Director's Employment Contract

BOARD POLICY
3.200

OTHER SCHOOL ADMINISTRATORS

The Board reserves the right to establish other School Administrator positions. In consultation with the Director, these senior-level positions, shall be established with the objective being to assist the Director in overseeing the administration of the School and providing the necessary leadership to achieve the educational mission and goals of the School. These School Administrators shall be responsible to the Director and through the Director to the Board.

Other School Administrator positions may include, but are not limited to:

- Principal(s)
- Communications and Development Director
- Business Manager
- Additional Administrators (as deemed necessary by the Board)

Each School Administrator shall have a job description that clearly outlines his/her duties and responsibilities. All other aspects of a School Administrator's appointment and tenure at the School are defined in other Board policies.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.000 School Administration Structure
3.110 Powers and Duties of the Director
3.210 Powers and Duties of the Principal
3.215 Powers and Duties of the Development /
Communications Director
3.220 Powers and Duties of the Business Manager
3.240 Employment Contracts for Other School
Administrators

BOARD POLICY
3.210

POWERS AND DUTIES OF THE PRINCIPAL

A school Principal shall typically serve as the academic and instructional leader of the school to which he/she is assigned. The Principal shall be responsible to the Director, and through the Director to the Board, for curriculum, instruction, supervision and management of his/her respective school. He/she may also serve as acting Director in the temporary absence of the Director, when he/she is on leave or away from the city.

Each Principal shall have a job description that clearly outlines his/her duties and responsibilities. Typically, these functions include:

- A. Curriculum and Instruction. The Principal shall be responsible for the development and ongoing review of School curriculum, including curriculum review cycles, assessment methods, etc.
- B. Personnel. The Principal shall assist the Director in recruiting, selecting, managing and evaluating the professional staff. He/she shall establish staff development programs, provide guidance and advice to the staff and keep the employees informed of School initiatives and activities.
- C. Students. The Principal shall assist the Director in student admissions and placement and work closely with the School counselor in implementing methods of student assessment and student discipline.
- D. Communications. The Principal shall work closely with the faculty, parents and students to foster communications within the School and local community.
- E. Operations. The Principal shall be focused on the health and safety of all personnel and students on campus. He/she shall implement safety regulations and emergency procedures and keep the Director informed of any incidents.
- F. Policy. Under the direction of the Director, the Principal shall be responsible for implementing the policies and decisions approved by the Board and developing regulations in support of those policies.
- G. Other. The Principal shall perform any other duties as set forth elsewhere in this Board Policy manual or as may be assigned by the Director from time to time, so long as those additional responsibilities are consistent with those normally associated with the position of Principal.

All other aspects of a Principal's appointment and tenure at the School are defined in other Board policies.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.000 School Administration Structure
3.110 Powers and Duties of the Director
3.200 Other School Administrators

BOARD POLICY

3.215

POWERS AND DUTIES OF THE DEVELOPMENT/COMMUNICATIONS DIRECTOR

The Development/Communications Director shall have overall responsibility for business development and communications at the School. He/she shall report to the Director, and through the Director to the Board.

The Development/Communications Director shall have a job description that clearly outlines his/her duties and responsibilities. These functions include:

- A. Student recruitment. The Development/Communications Director shall communicate with and conduct tours for prospective students and parents, liaise with corporations on a periodic basis to promote the school and understand companies plans for expatriate families in Tripoli and assist the Director in developing enrollment projections.
- B. Establish an Alumni Network and Track Graduates. This individual shall establish an alumni network on the internet as well as track graduates as to college/university acceptance and graduation.
- C. School Communications. The Development/Communications director shall develop and publish School information and promotional materials appropriate to the development needs of the School, maintain the School's website and oversee publication of the School's newsletter.
- D. Fund Raising and Grants/Gifts. This individual shall initiate and execute major fund raising projects and solicit corporate/foundation grants and/or gifts-in-kind.
- E. Public Relations. The Development/Coordination Director shall assist the Director in handling public relations with major organizations, institutions and businesses, serving as an ambassador of the School, being able to clearly articulate the School's mission and objectives, being visible in the community and attending key community/corporate events.
- F. Community Awareness. An important role of this individual shall be to maintain awareness of the changing political landscape, and its potential impact on businesses and the School. He/she shall keep the Director, and in turn the Board, periodically or as situations warrant, of the situation.

- G. Student/Parent Needs Assessment. The Development/Communications Director shall assist the School Administration in evaluating the needs and desires of parents and students by periodically soliciting feedback through surveys, focus groups and other means.
- H. Development Budget. This individual shall also be responsible for establishing and maintaining an efficient development office and administering the School's development budget.
- I. Other. The Development/Communications Director shall perform any other duties as may be assigned by the Director from time to time, so long as those additional responsibilities are consistent with those normally associated with the position of Development/Communications Director.

All other aspects of a Development/Communications Director's appointment and tenure at the School are defined in other Board policies.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.000 School Administration Structure
3.110 Powers and Duties of the Director
3.200 Other School Administrators

BOARD POLICY

3.220

POWERS AND DUTIES OF THE BUSINESS MANAGER

The Business Manager shall typically manage the accounting, financial services and business/administrative functions of the School. The Business Manager shall be responsible to the Director, and through the Director to the Board.

The Business Manager shall have a job description that clearly outlines his/her duties and responsibilities. Typically, these functions include:

- A. Finance and Budget. The Business Manager shall recommend sound financial planning and direct the preparation and presentation of the annual budget to the Director. He/she shall engage in appropriate long-range fiscal planning via the School budget model. He/she shall also supervise the activities of the business office including the system of financial accounting, payment of School personnel salaries and the purchase of supplies and equipment.
- B. Physical Facilities. The Business Manager shall oversee the care and maintenance of the School's facilities and submit recommendations to the Director regarding facilities needs, including new construction along with maintenance and repairs.
- C. Inventory Management. The Business Manager shall ensure that all of the School's accountable property is accurately tracked and all assets are controlled and safeguarded.
- D. Support Services. The Business manager shall oversee many of the administrative and support departments of the School, including transportation, security services, maintenance personnel and food/catering services. He/she shall recommend improvements and changes to the Director to ensure the continued safety and security of the students and School personnel.
- E. Other. The Business Manager shall perform any other duties as may be assigned by the Director from time to time, so long as those additional responsibilities are consistent with those normally associated with the position of Business Manager.

All other aspects of a Business Manager's appointment and tenure at the School are defined in other Board policies.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.000 School Administration Structure
3.110 Powers and Duties of the Director
3.200 Other School Administrators

BOARD POLICY

3.230

RECRUITMENT OF OTHER SCHOOL ADMINISTRATORS

The Board shall delegate responsibility for the recruitment of other School Administrators to the Director.

Upon Board establishment of a School Administrator position, the Director shall clearly define the powers and duties of the position as well as outline a proposed approach for recruiting qualified candidates, and obtain Board approval to proceed.

The selection of the best candidate to meet the needs of the School can be a time-consuming and challenging task. To ensure the process is completed efficiently and successfully, the Board, upon the recommendation of the Director, may approve use of an outside organization and/or establish a Search Committee to assist in the recruiting, screening and interviewing process. The Director shall have full responsibility for the recruitment, selection and contract negotiation, within the approved policy and procedural guidelines.

School Administrators should have a history of successful management performance, a proven record to substantiate a commitment to standards of professional excellence and personal integrity, and be adaptable and resourceful in the local environment. While their qualifications will differ depending on the position being filled, they must possess the following general qualifications:

- A. Have a professional degree, in the field for which they are applying, with current certification as appropriate;
- B. Solid experience in their particular area of expertise;
- C. Strong verbal and written communication skills.
- D. Willingness to foster positive relationships with other members of the faculty, the Administration, the Board and the community; a team worker; able to inspire confidence in peers and subordinates and to generate trust.
- E. Cross-cultural experience and a desire to understand and adapt to other cultures. Capable of working closely with the various business, host government and diplomatic communities.
- F. Physically fit as certified by a medical authority.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.240 Employment Contracts for Other School
Administrators

BOARD POLICY

3.240

EMPLOYMENT CONTRACTS FOR OTHER SCHOOL ADMINISTRATORS

Each School Administrator shall have a written employment contract that clearly defines their responsibilities, authority, terms of appointment and salary and other benefits. The Board, with input from the Director, shall approve a general contract framework, compensation guidelines, benefits and other terms of a School Administrator's contract.

Upon Board approval of the general contract framework and compensation guidelines, the Director shall have responsibility for negotiating with the individual concerned and finalizing the contract terms. Any deviations or exceptions must be approved in advance by the Board before discussing with the candidate.

The contract shall contain the following provisions:

- A. Scope of Work/Statement of Duties and Responsibilities
- B. Period of Service
- C. Compensation
- D. Leave
- E. Other Benefits
- F. Expense Allowances
- G. Medical Examination
- H. Conflicts of Interest and Outside Employment
- I. Performance Evaluation Procedure
- J. Renewal/termination of Employment Contract

A School Administrator's initial term of employment shall be for a two-year period unless approved otherwise by the Board.

The Director shall conduct periodic assessments, at least bi-annually, or prior to the appointment of a new School Administrator if more than one year has passed since the last assessment, of the contract terms, compensation guidelines and benefits, and amend with Board approval as necessary. This assessment may involve the Director obtaining information from international school organizations or other international schools in the region.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.140 Director's Employment Contract
3.230 Recruitment of Other School Administrators
3.260 Performance Evaluations of Other School Administrators
3.270 Renewal/Extension of Other School Administrator's Contracts
3.280 Termination of Employment for Other School Administrators

BOARD POLICY
3.250

GOALS AND WORK OBJECTIVES FOR OTHER SCHOOL ADMINISTRATORS

The Director shall work with each School Administrator to define annual goals and work objectives. These goals shall be documented and agreed to by both the School Administrator and Director no later than November each year. Every attempt shall be made by the Director to have each School Administrator's goals and work objectives consistent with the School's approved strategic plan and goals, principles of sound management practices and the overall mission and objectives of the School.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.200 Other School Administrators
3.260 Performance Evaluations of Other School Administrators
3.270 Renewal/Extension of Other School Administrators' Contracts
3.280 Termination of Employment for Other School Administrators

BOARD POLICY

3.380

TERMINATION OF EMPLOYMENT FOR OTHER SCHOOL ADMINISTRATORS

The Director reserves the right to terminate the employment of a School Administrator at the end of his/her contract or at any earlier time when in his/her judgment this action is necessary. This decision would not however, be made without consultation with the Board. The termination clause in the School Administrator's contract should be consistent with Board policy, but in the event it differs, the employment contract shall prevail.

- A. Termination upon successful completion of contract. Upon satisfactory completion of his/her contract, the School Administrator shall be granted all benefits outlined in his/her contract.
- B. Termination by mutual agreement. A School Administrator's contract may be terminated by mutual agreement on terms agreed to between the Director and the School Administrator.
- C. Termination by either party giving ninety (90) days notice. A School Administrator's contract can be terminated by either party giving not less than ninety (90) calendar days notice to the other party. In the event of the School terminating the contract under this clause, the School is entitled to give three (3) months salary in lieu of notice.

The Administrator may request, in writing, a review of the termination by the Board, within ten (10) days from the date of receipt of the termination notice. The request for review should be addressed to the Chairman of the Board and copied to the Director.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: 3.240 Employment Contracts for Other School Administrators
3.260 Performance Evaluations of Other School Administrators

BOARD POLICY
3.290

PROFESSIONAL DEVELOPMENT FOR SCHOOL ADMINISTRATORS

The Board recognizes the fundamental importance of supporting the professional development of the Administration. As the educational leaders of the School, School Administrators must remain current in their field with regard to program and research advances in education. Recognizing the fundamental difficulty of remaining abreast of these advances in the overseas setting the School is committed to and strongly recommends that Administrators attend annual conferences, workshops or summer study programs in line with the School and the personal professional development goals.

To underscore this commitment, the School provides an annual budgetary allocation for professional development. The Director shall work with each School Administrator to define their professional development goals at least annually and shall allocate the available funds to this effort.

ADOPTED: June 9, 2008

REVISED:

CROSS-REFERENCES: