

**DUTIES AND RESPONSIBILITIES OF DISTRICT ADMINISTRATORS**

The Superintendent is charged with assuring that all administrative positions have defined job descriptions that outline the responsibilities and authority which each position carries. Each job description will be reviewed annually through joint discussion between the Superintendent and the incumbent in each position. All administrative job descriptions will be reviewed by the BOE at the annual re-organizational meeting.

A copy of the respective job description will be maintained and updated by the Superintendent in the Appendix of this Policy Handbook.