

Independent School District 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 302 Adopted May 1983 Revised November 2002

Title Administrators

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1. **Definition** – Administrators include school principals, assistant principals and administrative assistants; and district-level directors, coordinators and administrative assistants at level 14 and above of the district’s nonunion salary system. For the purposes of this policy, the superintendent shall not be considered to be in this group.
  - 1.1 District-level Administrators -- The primary function of district-level administrators is to provide leadership which facilitates the successful operation of district programs, activities and services within the parameters of school board policy.
  - 1.2 School Administrators -- The primary function of school administrators is to provide leadership which facilitates the successful operation of school programs, activities and services within the parameters of school board policy.
  
2. **Hiring Process** – The board seeks to fill administrative positions with people of the highest professional abilities who will best maintain and enhance quality education in the district.
  - 2.1 Qualifications – The superintendent or designee will set qualifications that meet statutory requirements and the needs of the district for each administrative position.
  - 2.2 Recruitment – The superintendent or designee will recruit qualified applicants for vacant positions from both inside and outside the district.
  - 2.3 Selection – The superintendent will develop a selection process that is fair and nondiscriminatory, and that results in the best qualified candidates being chosen to fill administrative positions.
  - 2.4 Appointment – The board will approve administrative appointments after receiving a recommendation from the superintendent.
  
3. **Supervision and Evaluation** -- The board, recognizing the need for professional growth and development of administrators requires periodic supervision and evaluation of all administrators. The superintendent shall develop an evaluation process which fosters personal and professional growth in bringing about successful performance of administrative responsibilities. The process shall be a continuous, constructive and cooperative endeavor between each administrator and his or her supervisor.