

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE THE WORK DAY FOR
ADMINISTRATORS

ADOPTED: AUGUST 18, 2014

REVISED:

FORMERLY 2310

302.4 EMERGENCY POWERS OF THE SUPERINTENDENT

1. While no rigid schedule shall be established by the Board for administrators to be on duty, the Superintendent shall furnish guidelines to the staff which consider the following items:
 - a. Administrators should be on duty a minimum of eight hours daily while school is in session.
 - b. Normally, administrators should be on duty at their assigned stations prior to and following the times designated for teachers to report to or be excused from their daily duties.
 - c. As a part of management responsibilities, administrators are expected to attend meetings during hours beyond the normal work day.
 - d. Vacation schedules and other requests for absence shall be approved by the Superintendent or Immediate Supervisor. A schedule shall be maintained and a minimum of thirty (30) days' notice should be given where possible.
2. Administrators who need to leave their normal assigned stations shall make their whereabouts known to their clerical staff.

Reviewed 2/12/01, 11/21/05