

CFA—Administrator

The Board shall employ an Administrator, who shall enforce the statutes of the state of Idaho, the rules of the State Department of Education and Charter School Commission, and the Board policies of White Pine Charter School. These duties shall include but are not limited to, the following:

- carry out the educational policies and rules of the State Board and Local School Board;
- administer and supervise White Pine Charter School;
 - employ, fix the salaries of, assign, terminate or discharge all employees of the White Pine Charter School;
 - prepare the White Pine Charter School budget;
 - take reasonable precautions to safeguard the health and welfare of students and staff members, will report accidents, will formulate plans for emergencies, and will conduct evacuation drills each school month and keep written records of such drills;
 - care for and protect the building, the equipment, the grounds, and other school property;
 - perform other duties as required by law, the State Department or the Board of Directors.
- administer Local Board policies and state and federal regulations including the Public School Code;
- be accountable for student achievement, budget management, expenditure of funds, dissemination of information, School communications, and the development, implementation, and all other School business;
- attend all Board meetings or, when necessary, designate a licensed administrator to attend;
- ensure that school patrons and the public are informed and involved in the acquisition, planning, and development of school facilities, and that students are provided with adequate facilities which conform to state and federal mandates;
- ensure that all students are supervised;
- maintain discipline on the part of personnel and students; and,
- administer and implement the School's approved staff accountability plan and evaluation procedures.

The administration of the School in all aspects is the responsibility of the Administrator, whose functions shall be carried out in accordance with the policies of the Board.

The Administrator may establish regulations and procedures for the administration of the School that are in compliance with applicable statutes or rules the policies of the Board. These regulations are binding on the employees of this School and students in the School.

Administrator's Contract

The Board may contract with a Administrator for a term not to exceed three (3) years. The contract year for the Administrator shall be twelve (12) months and shall begin on

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Adopted: 16 January 2013 Revised: _____

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July 1 of the year and end on June 30. The Board will take action on an existing Administrator's contract no later than April of the year the contract expires. The Board may extend the contract in the intervening year of a multiple year contract. The Administrator's benefits shall be determined at the time of appointment or reappointment and shall be made part of the written contract. The Board may also issue a contract addendum outlining any specific conditions or requirements negotiated by the Board and the Administrator that extend beyond the regular contractual provisions.