

REDUCTION IN ADMINISTRATIVE STAFF WORK FORCE

In the event the board determines that an administrative staff reduction is necessary, the following procedures will apply:

1. An effort will be made to effect the reduction through normal attrition.
2. Positions held by persons with less than full certification for their current administrative assignment will be open if the position is needed and will be available for a continuing contract administrator who has been notified that his/her position has been eliminated.
3. If a position of a continuing contract administrator is terminated due to staff reduction, the board will determine which continuing contract individual is to be released using the following criteria, as applicable. This criteria is not necessarily in order of importance.
 - a. student needs
 - b. financial condition of district
 - c. evaluation records
 - d. qualifications
 - e. certification
 - f. longevity
 - g. educational background
 - h. federal mandates

In the event that all the above criteria appear equal, administrative staff reduction will be based on seniority in the district.

The board will provide the continuing contract administrator who has been notified that his/her position has been eliminated with a list of those positions described in Steps 1 and 2 above. The list should accompany the letter of intent.

In making staff reductions involving administrative staff members on continuing contract status, the board will also follow the provisions of state law.

ADOPTED: April 27, 1982
REVISED: March 14, 1994
REVIEWED: August 24, 2015