

Creswell School District 40

Code: **CD**
Adopted: 3/13/91
Revised/Readopted: 6/10/98
Orig. Code(s): 2111 - 2113, 2410-2412

Central Administration

Members of the administrative division carry out the operational directives of the school Board, through the superintendent.

Working directly from the office of the superintendent are the principals of the schools. The superintendent serves as advisor to all other areas of administration of the district to produce an organizational team.

Employment of all staff members, both licensed and classified, is the responsibility of the superintendent. The district office is responsible for keeping all personnel files and records. The superintendent or designee acts as a counselor to all personnel on problems of salary, licensure, leaves, advancement and recruitment.

The function of the central administration shall be to plan for and to control, coordinate, supervise and direct district programs in accordance with the purposes, policies, rules and regulations, plans and procedures authorized by the Board.

The superintendent shall identify the needs, develop job descriptions, secure authorization from the Board as necessary and recommend persons for employment in these offices and such staff support as may be approved.

Positions may be filled by both licensed and nonlicensed employees as appropriate

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)