

ADMINISTRATION

Code No. 303.3

Policy Title: ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board shall be determined by the board and stated in the contract. The contract shall also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator shall be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board shall afford the administrator appropriate due process, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It shall be the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Legal Reference: Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v Youel,
 282 N.W.2d 677 (Iowa 1979).
 Briggs v Board of Education of Hinton Community School District, 282
 N.W.2d 740 (Iowa 1979).
 Iowa Code §§ 279.20, .22-.25 (1995).
 281 I.A.C. 12.4(4), .4(7).

Cross Reference: 303 Administrative Employees

Approved: November 21, 1995
Reviewed: September 19, 2001
Reviewed: August 16, 2006
Reviewed: January 18, 2012

