

**CERTIFIED ADMINISTRATORS**

**Definition:** A certified administrator shall mean an employee of the District who is certified as an administrator and who devotes a majority of the employee's time to service as a superintendent, principal, supervisor, or in any other administrative or supervisory capacity for which such certification is required. Certified administrators shall hold certificates required for their positions recognized and approved by the Oklahoma State Department of Education.

**Evaluation:** The Superintendent shall develop procedures and evaluation instruments for evaluating certified administrators. Except for the Superintendent, all certified administrators shall be evaluated by certified administrative personnel designated by the Superintendent. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified administrator's personnel file.

**Dismissal, Non-reemployment, or Suspension:** Certified administrators shall be entitled to due process according to the law whenever a certified administrator is to be dismissed or non-reemployed from an administrative position. Whenever the Board or the Administration believes that cause exists for the dismissal of a certified administrator and when it is determined that immediate suspension of the certified administrator is in the best interests of the children of the District, the Board or the Superintendent may suspend the certified administrator without notice or hearing according to the applicable provisions of law.

**Duties and Responsibilities:** Certified administrators shall perform those duties and responsibilities set forth in any applicable job description, contract, law, District policy, or Administrative Regulation.