

USD 225 Administrator Handbook
January 2026

General Guidelines [Principal(s) and Superintendent]

1. Method of payment: The Board of Education shall pay administrative personnel in 12 equal monthly installments. Payment will begin on the 20th of the first contracted month.
2. Probationary Status: Two Types
 - a. New administrator probation –administrators with less than two years of service to USD 225 *and* less than a year of full administrative service.
 - b. Disciplinary probation -for the duration determined by the evaluation committee and or Board of Education.
3. Supplemental Salary and Extended Contracts: Paid additional time as determined by and authorized by the Board of Education.

Salary Deductions

In case of salary deduction due to termination of employment, unexcused absences, resignation or other similar circumstances, the salary will be divided by the number of contracted days to determine the daily rate for deduction.

Benefits:

As determined by the Board of Education and current negotiated agreement.

Administrator Employment Conditions

1. Administrators will have access to a yearly calendar of contract days.
2. Resignations received before May 15th of the calendar year will not be assessed liquidated damages. Resignations received after May 25th of the calendar year will be assessed liquidated damages in accordance with the negotiated agreement.
3. Suspension, Discharge or Demotion: The superintendent may suspend, terminate or demote an employee for any of the following:
 - Alleged violation of board policy, rule or regulation
 - The filing of a formal complaint with any civil authority involving moral turpitude or other just cause
 - Employees may be suspended with pay until a due process hearing is held.

Complaints Against Administrators

Complaints should follow the accepted Lines of Communication

Any complaint regarding an administrator shall be promptly brought to the attention of said administrator. The administrator will receive a written copy of the complaint and have time to

answer said complaint. If the complaint is not used for a basis of action against the administrator within three years, the complaint will be destroyed.

Retirement

See Board Clerk for Benefit and Retirement information prior to March of the year retiring.

Professional Dress

We are a professional staff and our dress should reflect that.

The expectation is business casual with the exception for Thursdays, staff may wear jeans with a school shirt and work days.

Leave Provisions- as per employment contract / agreement

Miscellaneous

Administrative staff travel

Follow procedure for obtaining a district vehicle.

Administrative Duty Year

Superintendent-12 month contract

Principals-Please consult your employment contract

Administrative Hours

Administrative Work Expectations

All administrative personnel are expected to work a minimum of 8.75 hours per contract day. Due to the nature of administrative responsibilities, there may be occasions when administrators are required to work beyond their regular duty hours.

Compensatory Time

Compensatory time may be requested in situations involving unusual circumstances that extend beyond the normal scope of administrative duties. Any request for compensatory time must receive prior approval from the Superintendent or the President of the Board of Education.

District and School Event Attendance

Administrators are expected to attend Site Council meetings, school performances, and other school- or district-sponsored events as part of their professional responsibilities.

District Office Hours

Whenever possible, the district office will be staffed Monday through Thursday from 7:30 a.m. to 4:15 p.m. when school is in session, including workdays and professional development days. Friday appointments will be scheduled by prior arrangement.

Summer and Non-School Session Hours

When school is not in session, including during the summer break, school buildings will be staffed by the Principal/Superintendent Monday through Thursday from 7:30 a.m. to 4:15 p.m., with Friday availability by appointment.

Salaries as negotiated by the Board of Education.

Approved March 9/2026