
HORIZON SCHOOL DIVISION

Policy Code: GCAA
Policy Title: Central Office
Administrators
Cross Reference: GA – Hiring of Personnel
Legal Reference:
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POLICY HANDBOOK**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL EMPLOY INDIVIDUALS WHO SHALL ASSIST THE SUPERINTENDENT IN ADMINISTRATIVE, EDUCATIONAL, AND OPERATIONAL RESPONSIBILITIES.

DEFINITIONS

Central Office Administrators for the purpose of this policy shall include the following:

- Associate Superintendent
- Assistant Superintendent
- Director

REGULATIONS

1. Central office administrators shall assume responsibilities under the direction of the Superintendent.
2. Job descriptions shall be developed for central office administrative positions.
3. Central office administrator contracts shall have a maximum term of five years.
4. An evaluation of the performance of each central office administrator shall be conducted a minimum of once every contract term.
 - 4.1. Evaluations shall be based on the responsibilities outlined in each individual's job description.