## ADMINISTRATIVE TEAM

The administrative team directly assists the district administrator by providing program and supervisory support. The administrative team consists of the following members:

- A. Administrative Secretary
- B. Bookkeeper
- C. Director of Special Education
- D. Elementary School Principal
- E. Food Services Director
- F. Head Custodian
- G. High School Principal
- H. Middle School Principal
- I. Payroll Clerk
- J. Transportation Director

For each administrative member there will be:

- 1. A job description (Policy CDA)
- 2. A recruitment and appointment process (Policy CDB)
- 3. A contract (Policy CDC)
- 4. An evaluation procedure and form (Policy CDG)

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