

Policy 3308

Administrative: Contractual Agreement

- A. The contract year for administrators is 1 July through 30 June. Regardless of contract length, each building administrator has a twelve-month responsibility for the administrator’s school or assigned responsibility. Administrators’ working days are set annually by the Board of Education on the official District calendar.
- B. District administrators will be evaluated according to [Policy 3304 Administrative: Personnel Evaluation](#) and [Policy 3110 Educator Evaluation](#).
- C. Corrective action, discipline, and termination of Box Elder District Administrators will be handled as outlined in [Policy 3306 Administrative: Personnel Termination](#) and [Policy 3110](#) and the [BESD Employee Corrective Discipline Handbook](#).
- D. Box Elder School District teachers who are employed as administrators will retain accrued leave.
- E. Salary will be paid according to the negotiated Administrator’s Salary Schedule.
- F. For placement on the administrative salary schedule the following will apply:

Unit	Administrator	Contract Length
1	Middle/Intermediate Assistant Principals	213 days
2	High School Assistant Elementary/Interm/Middle Principals	218 days
3	Elementary High School Principals/ Specialists	22318 days
4	Middle/Intermediate Principals-Directors	24023 days
5	High School Principals-Executive Directors	24028 days
6	District Directors	242 days
67	Asst. Superintendents	2402 days