

Policy CBG: Administrative and Supervisory Personnel Positions

Status: DRAFT

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Administrative and Supervisory Personnel Positions

All administrative and supervisory positions in the Jackson County School District are established initially by the board of trustees, or by Mississippi School laws, or by regulations of the State Board of education, or by a combination thereof.

It is the intent of the school board to activate such positions that are sufficient to promote the attainment of our schools' goals.

In each case, the school board will approve the purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

The school board directs the superintendent to continuously maintain a comprehensive, coordinated set of job descriptions for all such positions as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the school board may abolish a position.

This school board selects all school district personnel in the manner provided by the law. '37-7-301'

It shall be the policy of the Jackson County School District to provide the highest possible quality of education for the students enrolled in the schools of this district. In order to achieve this goal, it is necessary, from time to time, to add administrative positions sufficient to insure adequate leadership and supervision at the schools.

Requests for additional administrative positions may be presented to the school board for approval when the average enrollment of the following three months – the ninth month of the preceding year and the second and third months of the current year – meets or exceeds the numbers listed below. If the additional position is approved by the board, the recommendation to fill the position will be made when all other administrative recommendations are presented to the board.

When the average enrollment drops below the membership listed below for one year, the number of administrators and lead teachers will be reduced accordingly.

Administrative positions under this policy are not subject to Reduction in Force policy guidelines. Lead Teacher positions are subject to available funding.

ELEMENTARY SCHOOLS

MEMBERSHIP	PRINCIPAL	ASST. PRINCIPAL	ADMIN. ASST. LEAD TEACHERS
1-499	1	1	
500-999750	1	1	1
1000751-UP1000	1	21	2

MIDDLE, JUNIOR HIGH, AND HIGH SCHOOLS

MEMBERSHIP	PRINCIPAL	ASST. PRINCIPAL	ADMIN. ASST. LEAD TEACHERS
1-499699	1	1	

500 700- 749 949	1	1 2	
750 950- 999 1199	1	2 3	
1000-1249 1200+	1	3 4	
1250-1500	1	4	

References: MS Code 37-7-301 as cited
