

## ADMINISTRATION

### Series 300

#### POLICY TITLE ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL No. 303.3

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process as outlined by applicable law, including notice by May 15. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the Executive Director of Human Resources to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Resignations shall be in writing, signed by the resigning party, and directed to the Superintendent or designee; the Superintendent will submit it to the Board with recommendations, as provided by law.

All resignations for the following school year submitted within 21 days of the annual issuance of the contract modifications form shall be accepted by the Board. All other resignations must be filed at least thirty (30) days prior to the start of the first day of school. Administrators requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement.

The Superintendent shall notify the Board of Educational Examiners in the event an administrator terminates employment without a proper release from the contract.

The Board recognizes that there are some circumstances, which force an employee to request a release from a contract before the expiration date of the contract; therefore, each request by an administrative employee for an early release from a contract will be handled on an individual basis considering the circumstances.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).  
*Cook v Plainfield Community School District*, 301 N.W. 2d 771 (Iowa

App. 1980).

*Board of Education of Fort Madison Community School District v Youel*,  
282 N.W. 2d 677 (Iowa 1979).

*Briggs v Board of Education of Hinton Community School District*, 282  
N.W. 2d 740 (Iowa 1979).

Iowa Code §§ 279.20, .22-.25 (2013).

281 I.A.C. 12.4(4), .4(7).

Cross References:        303    Administrative Employees

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