Sample Administrator Contract



**CERTIFIED ADMINISTRATOR CONTRACT**

This is a contract of employment between Independent School District No. \_\_\_\_\_ of County, Oklahoma (“District”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a Principal (“Certified Administrator”).

District employs Certified Administrator in the fiscal year (“Fiscal Year”) and for the dates shown below.

Certified Administrator shall receive the compensation and benefits approved by the District’s Board of Education (“Board”) for the position held during the Fiscal Year in which the term of the contract of employment occurs. The Superintendent shall provide Certified Administrator with written notice of the employee’s compensation and benefits for the Fiscal Year when approved by the Board.

Certified Administrator’s duties, qualifications and responsibilities shall include those required for Certified Administrator’s assigned position by law, regulation, policy, and applicable job description. The District shall have the power and authority to reassign Certified Administrator to other positions and/or change any specific duties and responsibilities assigned to Certified Administrator, provided that any such reassignment and/or change in duties shall be according to any applicable provision of law, regulation or policy.

Certified Administrator represents that Certified Administrator holds a current certificate issued by the Oklahoma State Department of Education which authorizes Certified Administrator to perform the administrative duties assigned to Certified Administrator under this Contract. Certified Administrator agrees to furnish Certified Administrator’s certificate to the School District upon request of any authorized representative of the School District. Certified Administrator agrees to take whatever action is required to maintain Certified Administrator’s certificate in full force and effect during the term of this Contract.

Certified Administrator shall be entitled to all rights and be subject to all limitations provided for the position by any applicable provision of law, regulation, or policy. No greater rights are intended to be provided by this contract unless expressly stated in this contract.

Miscellaneous. The following terms apply to this Contract:

Fiscal Year: \_\_\_\_\_\_\_\_\_\_ Beginning Date of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Date of Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Compensation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Certified Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools,

Independent School District No. \_\_\_\_\_

President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education

ATTEST:

Board Clerk

**CERTIFIED ADMINISTRATOR**

Signature