

Administrator Handbook



2024-25

ADMINISTRATOR HANDBOOK

Greetings from the Superintendent

Welcome to the 2024-25 school year. We have much to be proud of in the Platte County R-3 School District and your daily efforts play a major role in our success. Dedicated employees are the foundation of our school system. It is our work together that ensures our students thrive and flourish. Thank you for being here, for giving yourselves to a mission of service, and for being a part of the Pirate family.

The way we work together, collaborate together, support each other, and commit to the greater good is what makes Platte County School District special. Thank you for all you do every day to ensure we stay on a daily journey of improvement and success.

All school district leaders should familiarize themselves with the information provided in this Administrative Handbook. It is an excellent resource that details our expectations and responsibilities for administrators. Please feel free to discuss any questions you have with your supervisor. I also encourage you to keep this handbook in a place where you can refer to it as needed.

This year will be a great year. It will be great because we won't allow it to be anything else. Thank you in advance for your efforts, and please don't hesitate to reach out with any questions. I am honored to be here with you and look forward to our work together.

Sincerely,



Dr. Jay Harris
Superintendent of Schools





Platte County School District

Strategic Plan-On-A-Page



Vision

Building learners of tomorrow...

Mission

To prepare individual learners for success in life, the Platte County School District provides meaningful experiences in a safe and caring environment.

Values

- Student Focus
- Collaboration
- High Expectations
- Integrity
- Visionary Leadership
- Innovation
- Results Orientation

Strategic Focus Areas

- Academics - Student Success
- Business - Financial and Service Support
- Community - Students, Staff, Parents, & Members

Principles of Learning

- Everyone can learn.
- Learning is a process.
- Each learner’s personal best looks different.
- We learn from taking risks and making mistakes.
- We learn at different rates, times, and in different ways.
- Timely feedback is essential for high levels of learning.
- Learners should set goals and be able to track their own learning.
- Positive relationships are necessary to prepare individual learners for success.

Tradition. Pride. Vision.



Administrative Salary Schedule

During the 2023-2024 school year, the district conducted a comprehensive classification and compensation study. Based on the results, the Board of Education approved a new range and step-based salary schedule for administrators.

The updated administrator salary schedule for 2024-2025 can be accessed on the district website:

1. Visit the Careers section
2. Select Salary Schedules
3. Choose 2024-2025 Administrator Salary Schedule

This new structure aims to provide a competitive, fair, and transparent compensation system for our administrative staff.

Educational Doctorate

An additional \$5,000 will be paid on top of the base pay amount for anyone attaining an educational doctorate degree. The doctorate degree must be conferred by September 1st and be earned from an NCATE accredited institution of higher learning. Degrees conferred via an official transcript by January 1st will be rewarded with a \$500 stipend, then the \$5,000 doctoral stipend will be added at the beginning of the next contract year.

Cell Phone Stipend

In addition to salary, each administrator/supervisor will be provided a \$65/month stipend for the purchase and/or service of a cell phone. The phone is not to be considered district property; however, the expectation is to be on call at all times. The individual shall keep the central office informed of this number and is responsible for communicating any changes. Individuals eligible for the cell phone stipend will be determined by their respective job duties and approved by the superintendent, or designee, upon the job offer.

Terms of Employment

Administrator Contracts

Administrators will be issued a 12-month contract. Each administrator will be provided a board-paid health insurance plan as agreed upon by the Board of Education.

12-Month Staff

- 260 days with 18 paid holidays (to include the week between Christmas and New Year's) to equal 242 work days per year
 - Positions include: Superintendent, Assistant Superintendent, High School Principal, Certified Directors, Classified Directors, Coordinators, and Executive Directors.
 - Up to 20 days of vacation, as determined by the superintendent.
- 236 work days per year
 - Position include: High School Associate Principal, High School Assistant Principal, Director of Northland Career Center, Assistant Director of Northland Career Center, Middle School Principal, Middle School Assistant Principal, Elementary Principal, Elementary Assistant Principal



- Up to 15 days of vacation, as determined by the superintendent.

For administrators on a contract, there will be a \$1,500 per month fine imposed for employees who wish to annul their employment contract prior to the expiration date. Within an administrator contract, the Board will accept resignations only if they are submitted prior to April 1. If notice comes after June 1, an additional fine of \$1,000 will be assessed for liquidated damages, per board policy GBPE. A cashier's check for the amount would need to be accompanied with a letter to the Board requesting a release from the contract. If a suitable replacement can be found, the administration will take the request to the Board endorsing the request. Exceptions will be made for the transfer of a legally recognized spouse, severe illness of self or an immediate family member, or other extenuating circumstances to be considered by the Board.

Work Expectations

Work Schedule

- All administrators, coordinators and directors will be employed for a period of 12 months (260 days or 236 days).
- You are expected to be in attendance when students and staff are in the building. Regular attendance is an essential function of your work as a leader.
- If you need to be gone from work, please make sure to communicate your plans to central office, your building staff and any previously scheduled meetings with internal/external customers. Assistant principals should inform their immediate supervisor (principal/director) as to the reason they will not be at work.
- During the school year, at least one administrator should remain in the building until the Transportation Department has issued the all clear at the end of the school day.
- Day, evening and occasional weekend commitments are to be expected occasionally in your roles.
- The work environment is consistent with a typical office environment; however, the individuals who hold these positions will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.

Snow Day Expectations

- You are expected to assess the building's condition and proactively work with your custodians, maintenance and the Executive Director of Operations to prepare the facility to greet students and staff the following day after a weather event.
- If a school day is canceled due to inclement weather, administrators are expected to be a productive leader during that contracted day. Principals are expected to report to their building on inclement weather days to meet with custodians and walk the facility. You will need to make sure walkways and entrances are clear and ready to accept staff and students in the morning. If for some reason you are unable to come to work, you need to notify your immediate supervisor.
- On days the district decides to close all district operations due to severe inclement weather, administrators will not be expected to come to work. Only staff who have been identified as critical and essential should plan on coming to work on these days. These days are very limited throughout a calendar year and are often aided by severe weather alerts and calls from law enforcement and public works to avoid travel.



- If school is canceled part way through a school day, you are expected to stay at your assigned school until you have received notice from the Transportation Department that all children have been dropped off safely.

Work Hours

- Be prepared to put in the time when necessary to get the job done to the best of your ability.
- Administrative compensation is based on a minimum forty (40) hour work week.
- At a minimum, administrative staff are to report to work 30 minutes before school starts and stay after school until all students have been delivered home each day. Please let a member of the central office know when you may have to adjust this time schedule due to unavoidable conflicts.

General Expectations

- You are expected to have good working knowledge of all applicable laws, regulations, school board policies and procedures and hold staff accountable to these standards. If you believe staff are not in compliance, it is your duty to address your concerns with the individual(s) and to provide documentation of the incident.
- Consistent with Policy GBCB, Administrative staff are expected to become familiar with, enforce, and follow directions given by District administrators and supervisors.
- Administrative staff is expected to portray a professional, business-like image to staff, parents, students, and the public in general when at work.
- Use district devices responsibly. You have been issued technology to assist the district with our communication and ability to provide relevant resources in an expedited fashion. You are expected to stay connected and up to date with professional email, text messages and phone calls at all times.
- Response to internal and external communication should not exceed 48 hours.
- Attendance at district-wide events may be required on occasion.

Staff Discipline Procedures

Employee discipline should occur after an investigation, fact-finding, review of board policy and due process has been provided to the employee. Any employee may be placed on administrative leave pending investigation, if deemed necessary by the Executive Director of Human Resources. The progressive discipline approach should be used whenever possible. The steps involved in this process have been listed below:

- Non-disciplinary intensive coaching - Used for employees who are performing below professional expectations and standards.
 - Level 1 - Verbal warning with written summary to review concerns and clarify expectations
 - Level 2 - Verbal warning with employee receiving documented letter describing performance concerns, including specific reference to board policy violation(s) and the employee signature.
 - Level 3 - Professional Improvement Plan created to include improvement strategies with monitoring & accountability plan.
 - Level 4 - Statement of charges issued to certified staff accompanied by a 90-day letter
 - Level 5 - Begin Termination process



*Any employee could be moved to a specific level based on severity of the infraction or on the number of repeated incidents that justify moving to a new level. Sample letter templates for [Level 1](#) and [Level 2](#) infractions have been created and can be accessed through the Google Drive under Human Resources>Letter Templates. Administrators will work directly with the Executive Director of Human Resources on Level 3-5 infractions. Please attach all letters to the employee in Frontline.

Supervisors should inform the Executive Director of Human Resources of any disciplinary concerns and have all written documentation pre-approved prior to meeting with the staff member. After meeting with the employee, please send a copy of all written and signed documents to the central office to be placed in the employee's permanent employment file.

At times, building or department supervisors may be asked to participate in an investigation involving staff or students. Reports of harassment or discrimination should be investigated immediately and documented thoroughly. Detailed notes should be taken to preserve the information gathered. A [template](#) for major investigations has been provided to assist leaders with a [model](#) of what information might be needed in case we need to reference or provide documentation, to legal or law enforcement, at a later time.

Student Matters

Platte County R-3 respects and honors the dignity of all students while being committed to safe and civil schools. Students are expected to follow all staff instructions and directives. It is important that Administrative staff are familiar with student handbooks, discipline codes, and understand the importance of managing and maintaining an environment free from disruption and focused on educating students.

Administrative staff should become familiar with processes and procedures for students that require accommodations under District policies and as required by law. Requests for student accommodation, whether related to special services, facilities use, or under Section 504, shall be done in communication and consultation with the Director for Special Services, and Superintendent of Schools or designee.

Professional Norms & Expectations

Communication

- Checking voicemail/email daily.
- Response to a message - 48 hours minimum (2 business days), 24 hours preferred, if possible.
- If an email correspondence turns into a conflict or looks to exceed three exchanges, suggest an end to the use of email and engage in personal contact (no more than three exchanges).
- "CC" doesn't require a response. Avoid putting multiple persons in the "To" when expecting a response to an email. Mass distribution of emails and/or letters should be peer reviewed.
- When out of the office for a longer period of time, set voice mail and email responses to the appropriate settings. Follow up with internal and external stakeholders after your return.
- Email is meant for sharing information, but should not be used to communicate significant decisions or to resolve conflict.

Meetings

- Agenda with specific outcomes/purpose and identified lead facilitator
- Next steps or follow-up
- Accountability for who is doing what following the meeting



- Plan for communicating results of the meeting to others as appropriate
- Utilize both qualitative and quantitative data whenever possible
- Conduct evaluations and share data with participants
- Communication to all appropriate stakeholders

Administrator Attendance

- One representative from each building or department should plan on attending BOE meetings/Cabinet is required at each BOE meeting.
- Any evening or weekend school sponsored event should have school supervision/representation (some PTA events might be exceptions – discuss on individual basis).
- Attendance at district level meetings is expected whenever possible – if not able to attend, notify your immediate supervisor.
- Contact your immediate supervisor if you cannot be at work or a work function.

Team Approach

- Keep your immediate supervisor informed of goals, plans, schedules, etc.
- Consistent application of policies & procedures.
- Consider how your decisions impact others. Seek input from peer groups (lateral & horizontal) when making decisions that will have an impact on existing or newly created processes.
- Make sure your decisions are aligned to district policy and our district VMV.

Leave

Annual Leave

- 12 Annual Leave Days (ALD) will be available per year in accordance with Board Policy GCBDA/GDBDA- Short Term Leave. All unused days can accumulate from year to year for a maximum of 120 days. Any ALD accumulated above the 120 maximum will be paid out at the end of the fiscal year at \$75 per day at the conclusion of any fiscal year in which this occurs. Employees with at least three, but not more than ten, years of continuous service will be reimbursed at half the rate of certified substitute teacher pay, for each accumulated ALD, upon voluntary resignation or retirement from the school district.
- Leave is to be submitted and approved by a superintendent or designee in advance, whenever possible. Annual Leave Days submitted on a “Blackout Day” will be approved sparingly if your position is tied to an attendance center during the school year. The request will need to be accompanied with a rationale, similar to what is done with all other staff members for consideration.
- Personal business leave during the school year is to be used only when the appointment cannot otherwise be done before or after school or on a weekend. There is some flexibility during the summer months when staff and students are not in attendance.

Sabbatical Leave

- Purpose – To increase the quality of educational leadership in the Platte County School District by providing a means for administrative personnel to acquire additional formal preparation.
- Qualifications per Board Policy *GCBDB Professional Long-Term Leaves and Absences*
 - Any certificated staff member who has six (6) years in the Platte County School District.
 - Complete a full (12 hours per semester) academic program as approved by the superintendent.



- A commitment to the Board for a two (2) year contract, the leave year and one (1) year on return to duty. The administrator shall repay the Board the 60% compensation received for the leave year if he/she fails to honor the remaining time on his/her contract.
- The recipient is guaranteed on his/her return to the Platte County School District his/her original or equivalent position.
- Applications must be submitted to the superintendent or designee prior to February 1, preceding the school year for which sabbatical leave has been requested.
- The action taken on sabbatical will be upon the recommendation of the superintendent to the Board of Education.

Vacation

Administrators, directors, coordinators, and other 12- month supervisory personnel will receive up to 20 days (260 days) or up to 15 days (236 days) of vacation per year, to be determined by the superintendent or designee per Board Policy GCBDA/GDBDA. Vacation will be available on the first day of employment.

Any employee who does not expire their vacation days by the end of each fiscal year will be reimbursed at the long term rate of pay for a certified substitute teacher.

A district employee who has not expired vacation before resigning their position during the fiscal year, will be paid out their prorated amount of vacation days, at the long term rate of pay for a certified substitute teacher. Terminations or non-renewals are not eligible for this benefit.

Longevity Stipend

Any professional staff member with ten years consecutive experience in Platte County School District immediately prior to retirement shall receive a longevity stipend calculated by multiplying the employee's remaining ALD balance by the current daily rate of pay for a certified substitute teacher.

Early Retirement Announcement

Administrative staff submitting their notice to retire in writing to the Board prior to October 1 of the school year shall receive a one-time payment of \$1500. The employee must be retiring and payment will be made after notification from the Public School Retirement System of Missouri (PSRS).

Professional Organization Dues

In support of continuous improvement and professional growth, professional dues of up to \$350 for each administrator will be submitted and subject to the superintendent for approval. Professional organizations must be aligned with the District's Comprehensive Strategic Improvement Plan (CSIP). Examples of professional organizations are but not limited to, MAESP, MoASSP, Learning Forward, MoSPRA, MASSA, ASCD, etc.



Professional Development

Professional development opportunities will be extended to administrators based on CSIP alignment, priority and the annual budget. Such items may include seminars, conferences, workshops, and in-services approved by the superintendent.

- Specialized training or certifications to update administrator’s skills, knowledge and competency must be submitted and approved by the superintendent, prior to enrollment.
- One regional or in-state conference will be approved for each administrator every other year.
- Attendance at a national conference will be reviewed and approved by the superintendent.

Outside Employment

Outside employment and service with civic, professional and/or community organizations shall be reported to the superintendent on an annual basis. In no way, should these interfere with the primary duties assigned as an administrator.

Adopted: Board of Education: 8/29/19

Revised: 7/18/2024

Platte County R-3 School District, Platte City, Missouri 64079

This handbook and the content within is neither a contract nor a substitute for the official District Board Policy Manual. Rather, it is a guide to and a brief explanation of the District policies and procedures. District policies and procedures can change at any time; and any such changes shall supersede any handbook provisions that are not compatible. The master copy of the District’s Board Policy Manual is available online at our District website <https://www.plattecountyschooldistrict.com>.

