

# Board Policy

Code No. 303.3

## ADMINISTRATIVE CONTRACT AND CONTRACT NON-RENEWAL

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 three consecutive years of a contract issued to a newly employed administrator will be considered a probationary 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 required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

A licensed administrator who wishes to be released from a contract shall submit a written request to the Superintendent at least thirty (30) working days prior to the anticipated termination date. Release from the contract shall be dependent on the circumstances involved, including the availability of a qualified replacement.

The Superintendent shall notify the Department of Education in the event a licensed administrator terminates employment without a proper release from the contract.

*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)*  
*Brigg v Board of Education of Hinton Community School District, 282 N.W.2d 677 (Iowa*  
*1979)*  
*Iowa Code §§ 279.*  
*281 I.A.C. 12.4*

*Cross Reference:*            *303 Administrative Team*

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