

BOARD POLICY: ESP MANAGERS

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Section A - Assignments

The Board of Education of District #225 directs the superintendent to prescribe assignments for all Educational Support Personnel (ESP) Managers subject to compliance with relevant legal requirements and the provisions of the contract between each administrator and the Board.

Section B - In-service

The Board of Education directs the superintendent to develop in-service programs for ESP Managers.

Section C - Working Conditions

The Board of Education directs the superintendent to develop policies and procedures for ESP Managers, including but not limited to, health examinations, work load, travel expenses, non-school employment, professional leaves, personal leaves, absences, and vacations, subject to compliance with relevant legal requirements and the provisions of the contract between each ESP Manager and the Board.

Section D - Fringe Benefits

The Board of Education directs the superintendent to recommend to the Board fringe benefit compensation provisions for ESP Managers.

Section E - Vacations

All twelve-month ESP Managers shall be granted vacation in accordance with the procedures attached hereto; the time for such vacations being subject to the approval of the Superintendent or designee. At no time may an ESP Manager be credited with more than 35 vacation days (inclusive of the current year's allotment) and the Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work.

Section F - Professional Development Opportunities

The Board of Education recognizes that ESP Managers should make every effort to stay abreast of current theories and methods in education. ESP Managers are expected to attend professional meetings and periodic in-service workshops to improve skills in personnel management, supervision, instructional development, public relations and other aspects of school management as prescribed and approved by the superintendent.

Approved: August 31, 2009
Reviewed: April 26, 2010
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