

Laurel Highlands School District

Administrative Expected Behaviors

6/14/17

The following list of administrative behaviors are action/reactions that all stakeholders can expect from each administrative employee within the Laurel Highlands School District.

- **Approachable**- It is an expected behavior of every district administrator to be approachable to all stakeholders. He/she will demonstrate a willingness to assist and engage all stakeholders in a professional non-threatening manner.
- **Accessible**- It is an expected behavior of every district administrator to be accessible to all stakeholders. He/she will demonstrate a positive attitude and engage any stakeholder respectfully; welcoming an open dialogue on matters of stakeholder interest.
- **All actions will be in the best interest of the student**- It is an expected behavior of every district administrator to approach his/her responsibilities and actions in the best interest of the student(s).
- **Communication**- It is an expected behavior of every district administrator to return all communication to stakeholders within a forty-eight (48) hour time-frame of receipt.
- **Objectivity**- It is an expected behavior of every district administrator to maintain and grow an atmosphere of non-discrimination for all stakeholders. Engagement in all matters and/or incidents will be void of any discrimination of any type.