



State of Florida

2025-2026

ADMINISTRATOR CONTRACT AGREEMENT

This Employment Agreement (the "Agreement") is made as of _____ (the "Effective Date") by and between ("Employee") and Jefferson County School Board ("Employer"), (each, a "Party" and collectively, the "Parties"). The Parties agree and covenant to be bound by the terms set forth in this Agreement as follows:

1. Employment. Employer shall employ Employee as an _____ on a full time basis under this Agreement. Employee shall work no less than 40 hours weekly, based on the school calendar.

2. Qualifications. This Agreement is condition and based on the assertion by the Employee (if required for the applicable position):

- (1) That he/she is legally qualified to serve as an administrator in the State of Florida, as evidenced by a Florida certificate in _____, No. _____ valid until _____, which is warranted by the Employee to be unrevoked and valid, or
- (2) That the Employee has completed the requirements and will be legally qualified to serve as an administrator in the State of Florida upon issuance of a Florida certificate, for which an application has been duly made as evidenced by the official receipt and acknowledgement recorded in the office of the Superintendent, bearing Department of Education file #_____. In the event that such application is denied, the Employee agrees that the School Board shall be relieved of all obligations under this contract.

3. Performance of Duties. Employee shall perform assigned duties and responsibilities in a professional manner, in good faith, and to the best of Employee's skills, abilities, talents and experience. Employee shall perform duties as indicated on the applicable job description and are customarily performed, including other duties as may arise from time to time and as may be assigned.

4. Term and Termination. Employee's employment under this Agreement shall begin on _____ and will terminate on _____.

The first 97 days of this contract is a probationary period, in accordance with Section 1012.33(1)(b), Florida Statutes, and School Board policy. During the probationary period, Employee may be dismissed without cause or may resign from the position without breach of contract.

After the probationary period ends, this Agreement may be terminated by Employer during the term of the Agreement for cause pursuant to Section 1012.33(6)(b), Florida Statutes.

Notwithstanding anything to the contrary herein, Employee may be transferred and assigned to another position in any other location of the District at the same or higher salary for the balance of the term of this Agreement, in accordance with School Board policy.

At the time of termination or expiration of this Agreement, Employee agrees to return all Employer property, including but not limited to computers, cell phones, and any other electronic devices. Employee shall reimburse Employer for any Employer property lost or damaged in an amount equal to the market price of such property.

It is expressly understood and agreed by and between the Parties that neither the Employee nor the Employer owes any further contractual obligation to the other after expiration or termination of this Agreement. The Employee understands and agrees that no legal cause shall be required of Employer to re-employ the Employee after expiration or termination of this Agreement.

5. Compensation.

A. Base Salary. As compensation for the services provided by Employee under this Agreement, Employer will pay Employee _____ per year. The amount will be paid to Employee once a month on the last working day of each month. Employer shall deduct or withhold any and all federal income and social security taxes and state or local taxes as required by law.

B. Overtime. Employee shall not receive overtime compensation for services performed as a salaried or exempt employee.

6. Employee Benefits. Both parties will comply with Employer policy regarding employee benefits per Jefferson County School Board Policy and/or as required by law.

(A) Paid Time Off. Employee shall be entitled to paid time off in the amount of twelve (12) days per year. (see school board policy)

(B). Sick Leave. Employee shall be entitled to paid sick leave of up to twelve (12) days per year. (see school board policy)

7. Ownership of Work Product. The Parties agree that all work product, information or other materials created and developed by Employee in connection with the performance of duties and responsibilities under this Agreement and any resulting intellectual property rights are the sole and exclusive property of Employer.

8. Miscellaneous.

A. Authority to Contract. Employee acknowledges and agrees that Employee does not have authority to enter into any binding contracts or commitments for or on behalf of Employer without first obtaining the prior written consent of Employer.

B. Governing Law. The terms of this Agreement shall be governed exclusively by the laws of the State of Florida (not including its conflicts of law provisions).

C. Entire Agreement and Amendment. This Agreement constitutes the entire agreement between the Parties and supersedes all prior understandings of the Parties. No supplement, modification or amendment of this Agreement will be binding unless executed in writing by both of the Parties.

D. Notices. Any notice or other communication given or made to either Party under this Agreement shall be in writing and delivered by hand, sent by overnight courier service or sent by certified or registered mail, return receipt requested, to the address stated above or to another address as that Party may subsequently designate by notice and shall be deemed given on the date of delivery.

E. Waiver. Neither Party shall be deemed to have waived any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly and in writing. Waiver by either Party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any subsequent or other breach or violation.

F. Further Assurances. At the request of one Party, the other Party shall execute and deliver such other documents and take such other actions as may be reasonably necessary to give effect to the terms of this Agreement.

G. Severability. If any provision of this Agreement is held to be invalid, illegal or unenforceable in whole or in part, the remaining provisions shall not be affected and shall continue to be valid, legal and enforceable as though the invalid, illegal or unenforceable parts had not been included in this Agreement.

H. No Assignment. The interests of Employee are personal to Employee and cannot be assigned.

Signature page to follow

IN WITNESS WHEREOF, this Agreement has been executed and delivered as of the date first written above.

Employee's Signature/Date

Employee's Full Name

JCS Superintendent of Schools
Signature/Date

John Pons- Jefferson County School District
Employer Full Name