

Administration

Administrative Staff Organization

The Board may employ, upon the recommendation of the Superintendent, such additional administrative and supervisory personnel as seem necessary to assist the Superintendent in the conduct of the affairs of the school district.

The Superintendent may request the attendance of any of these personnel at regular and special meetings of the Board, as he deems such attendance to be in the best interests of the school district.

The Superintendent may require reports from any of these personnel on such topics and at such time as it may serve the purpose of the school district.

Administrative and supervisory personnel shall function in accordance with the organization and functional charts prepared by the Superintendent. The Superintendent shall reserve the right to make temporary or permanent adjustments in the responsibilities of administrative and supervisory personnel with consideration for the workload and/or the efficiency and capabilities of the affected administrator or supervisor.

Management Positions

Management positions shall be defined as follows:

1. Management employees are those persons having significant responsibilities for formulating district policies or administering district programs.
2. Supervisory employees are those persons having the authority to make recommendations to the Superintendent concerning the employees or programs under their supervision.

In accordance with the above definitions, the following certificated positions shall be designated as Management:

1. Superintendent of Schools
2. Assistant Superintendent for Instruction
3. Director of Special Education
4. Intermediate School Principal
5. Elementary School Principal
6. Assistant Principal – Intermediate School

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Administrative Staff Organization (continued)

The following classified positions shall be designated as Management:

1. Assistant Superintendent of Administrative Services
2. Fiscal Services Coordinator
3. Director of Maintenance, Operations, and Facilities
4. Director of Technology
5. Director of Nutrition Services

The following certificated positions shall be designated as Supervisory:

1. Psychologist
2. School Nurse

Management Team

Each employee holding a position identified above shall be a member of the District's management team, which is established for the purposes of:

1. Improving the management function of the district by bringing to bear more effective research on district problems.
2. Pooling technical knowledge in the improvement of district services.
3. Establishing a coordinated program for evaluation of district operations and personnel.
4. Improving communications among all district personnel.
5. Providing better communications with the community, and, where appropriate, students.
6. Increasing the commitment of district personnel to district services.
7. Providing refinement and delineation of district policies and regulations.

The management team is not an administrative body; it is intended to be advisory to the Superintendent, and, through the Superintendent, to the Board of Trustees.

In addition to the purposes enumerated, the management team may undertake such other activities and purposes as the Superintendent may direct.

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Administrative Staff Organization (continued)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35027 Employment of deputy, associate and assistant superintendent

35028 Qualifications for employment

35031 Term of employment

35034 District Superintendent of certain unified school districts

GOVERNMENT CODE

3540.1 Definitions, particularly (g) “management employee” and (m) “supervisory employee”

3543.4 Management positions; representation

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; October 17, 2011