

## ADMINISTRATION

### Administrative Staff Organization

The Board shall employ, upon the recommendation of the Superintendent, such additional administrative and supervisory personnel as are, in its judgment, necessary to assist the Superintendent in the conduct of the affairs of the School District.

The Superintendent shall request the attendance of any of these personnel at regular and special meetings of the Board, as the Superintendent 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 times as necessary.

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 Position

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 under their supervision. This authority shall extend to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction, and work assignment.

In accordance with the above definitions the management positions in the District are:

1. Superintendent
2. Deputy Superintendent
3. Assistant Superintendent
4. Directors
5. Principals
6. Coordinators
7. Assistant Principals
8. Psychologists
9. Supervisors

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 students.
6. Increasing the commitment of District personnel to District services.
7. Providing refinement and delineation of District policies and regulations.

Legal Reference: Education Code  
35020 Duties of employees fixed by Board of Trustees  
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 position; representation

Adopted: February 24, 1987