

Administrative Regulation 2100(a)

Administration

ADMINISTRATIVE STAFF ORGANIZATION

The Board shall employ, upon the recommendation of the Superintendent, such additional administrative management and supervisory personnel as shall, in its judgment, seem 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 he/she 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 it may serve the purposes of the school district.

Administrative, management and supervisory personnel shall function in accordance with the organization and functional charts approved by the Board. The Board may make temporary or permanent adjustments in the responsibilities of administrative, management and supervisory personnel with consideration for the workload and/or the efficiency and capabilities of the affected employee.

Administrators, Management and Supervisory positions shall be defined as follows:

1. Administrators are to develop, coordinate, and assess instructional programs; evaluate certificated and classified personnel; provide students discipline, including but not limited to suspension and expulsion; provide certificated and classified employees discipline, including but not limited to suspension, dismissal and reinstatement; supervise certificated and classified personnel; manage school site budget, recruit, employ and assign certificated and classified personnel; and develops coordinate and supervise student support services including but not limited to extracurricular activities, pupil personnel services, health services, library services and technology support services.
2. Management employees are those persons having significant responsibilities for formulating district policies or administering district programs.
3. 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, work assignment and discipline.

In accordance with the above definitions, the administrative positions in the District are:

1. Superintendent
2. Principal

3. Vice Principal
4. Director of Special Education

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

1. Chief Business Official
2. Human Resources Manager
3. Director of Facilities, Maintenance and Operations

In accordance with the above definitions, the classified supervisory positions in the District are:

1. District Operations Coordinator
2. Food Service Coordinator

Employees identified above shall be responsible for:

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.

When acting together, the group defined above is not an administrative body: it is intended and must be advisory to the Superintendent, and through the Superintendent, to the Governing Board.

The Superintendent shall coordinate the communication and decision-making process necessary to guide district management and supervisory personnel.

In addition to the proposes enumerated, this group may undertake such other activities and purposes as the Superintendent may direct.

Legal References:

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 position; representation

Adopted: August 24, 1993
Revised: 5/15/97; 6/24/2015
California
Reviewed: 11/15/94

WEST SONOMA COUNTY UHSD
Sebastopol,