

## **PERSONNEL: MANAGEMENT TEAM**

### **Management Team**

The Board of Trustees acknowledges the importance of the establishment of a Management Team. Under the direction of the Superintendent, the Team administers the educational program and operates the schools of the District. Recommendations from the Management Team are subject to approval by the Superintendent who is ultimately responsible for all recommendations. In the delegation of this responsibility, the Board of Trustees retains its legal responsibility and authority to make final decisions.

The Management Team is composed of Management Staff, Supervisory Staff, and Confidential Staff.

#### 1. Management Staff

1.1 Management Staff consists of employees in positions identified by the Board of Trustees as those under the direction of the Superintendent assigned the responsibility of formulating, recommending and implementing District policies and administrative guidelines; administering programs; directing and supervising employees, as well as recommending the hiring, promotion, and termination of employees; adjudicating grievances; and negotiating and administering written contracts.

1.2 The Management Staff will include, but not be limited to:

1.2.1 Superintendent

1.2.2 Assistant Superintendents

1.2.3 Directors

1.2.4 Principals

1.2.5 Coordinators

1.2.6 Assistant Principals

1.3 The goals of the Management Staff are:

1.3.1 To create a learning atmosphere in the schools whereby optimum educational opportunities and child growth and development can be realized.

1.3.2 To provide leadership in the educational program operations and services of the District.

1.3.3 To provide for an open communications system throughout the District/community.

1.3.4 To foster a high level of employee morale.

- 1.3.5 To work together in an open and democratic manner in the development of policies and in decision-making whenever appropriate and possible.
- 1.3.6 To recognize and encourage the role of parents in the educational process and facilitate same.

1.4 Functions and, responsibilities of the Management Staff are:

- 1.4.1 To work with the general staff and the Management Team toward the achievement of District goals.
- 1.4.2 To use management skills needed to operate the school system.
- 1.4.3 To develop, recommend, and implement policies for the operation of the District.
- 1.4.4 To administer District programs as assigned.
- 1.4.5 To provided educational leadership to staff.
- 1.4.6 To be responsible for the assignment and evaluation of employees.
- 1.4.7 To plan and implement professional growth activities for staff.
- 1.4.8 To develop and facilitate a District Communications Program.
- 1.4.9 To develop, recommend, and administer the budget.
- 1.4.10 To conduct employee-employer negotiations.
- 1.4.11 To administer employee-employer written contracts in conformance with District contract interpretations.
- 1.4.12 To hear and adjust grievances.
- 1.4.13 To involve parents in District programs.
- 1.4.14 To support the intent as well as the written Board Policies.
- 1.4.15 To perform other duties as assigned.

2. Supervisory Staff

- 2.1 Supervisory Staff are employees in positions identified by the Board of Trustees as those assigned the responsibility of directing and supervising employees; evaluating

employees; adjudicating grievances and administering written contracts, policies, and administrative guidelines.

2.2 The Supervisory Staff will include, but not be limited to:

2.2.1 Supervisor of Fiscal Services

2.2.2 Supervisor of Food Services

2.2.3 Food Service Managers

2.2.4 Director of School Facilities

2.2.5 Supervisor of Custodians

2.2.6 Supervisor of Groundworkers

2.2.7 Supervisor of Energy Management

2.2.8 Supervisor of Transportation

2.2.9 Purchasing Agent

2.2.10 Personnel Services Supervisor

2.3 The goals of the Supervisory Staff are:

2.3.1 To create a learning atmosphere in the schools whereby optimum educational opportunities and child growth and development can be realized.

2.3.2 To provide for an open communications system throughout the District/ community.

2.3.3 To foster a high level of employee morale.

2.4 Functions and responsibilities of the Supervisory Staff are:

2.4.1 To provide leadership in the operations and services of the District.

2.4.2 To perform such personnel functions as recommending the employment, assignment, and evaluation of personnel.

2.4.3 To adjust grievances of other employees in conformance with District contract interpretation.

2.4.4 To direct programs.

- 2.4.5 To develop, recommend, and administer the budget.
- 2.4.6 To work with the general staff and the Management Team toward the achievement of District goals.
- 2.4.7 To support the intent as well as the written Board Policies.
- 2.4.8 To perform other duties as assigned.

3. Confidential Staff

- 3.1 Confidential Staff are those employees in positions identified by the Board of Trustees as working with management personnel in the employer's interest; and who have access to, possess, process, or assess information to employee-employer relations.
- 3.2 Confidential Staff may include, but not be limited to:
  - 3.2.1 Secretary to the Superintendent
  - 3.2.2 Secretary to the Assistant Superintendent of Personnel Services
  - 3.2.3 Secretary to the Assistant Superintendent of Business Services
  - 3.2.4 Secretary to the Assistant Superintendent of Curriculum and Instruction
  - 3.2.5 Computer Information Processing Specialist
  - 3.2.6 Fringe Benefits Account Clerk
  - 3.2.7 Personnel Clerk
  - 3.2.8 Reprographics Operator
  - 3.2.9 Administrative Clerk
- 3.3 The goals of the Confidential Staff are:
  - 3.3.1 To create an atmosphere whereby optimum educational opportunities can be realized.
  - 3.3.2 To provide for an open communications system throughout the District/ community.
  - 3.3.3 To foster a high level of employee morale.

- 3.4 Functions and responsibilities of the Confidential Staff are:
- 3.4.1 To promote positive and supportive employee-employer relations.
  - 3.4.2 To maintain in confidence, as appropriate, material or information related to negotiations.
  - 3.4.3 To work with the general staff and Management Team toward the achievement of District goals.
  - 3.4.4 To support the intent as well as the written Board Policies.
  - 3.4.5 To perform other duties as assigned.

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