No. 327

## A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: ADMINISTRATIVE TEAM

ADOPTED: December 9, 1999

REVISED: February 26, 2015

APPROVED: March 26, 2015

## 327. ADMINISTRATIVE TEAM

## 1. Authority

The Joint Operating Committee (JOC) recognizes the importance of maintaining and effective Administrative Team to strengthen the administration, educational programs and operation of the Career Center, and to establish and improve communications, decision-making, conflict resolution and other relationships among the members of the Team.

The objectives of the Career Center's Administrative Team are to:

- 1. Provide input into policies, administrative regulations, procedures and rules that directly affect administrative employees in the administration of the Career Center.
- 2. Provide a means of addressing the economic and welfare concerns of administrative employees.

SC 510 Pol .002

While the Administrative Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Joint Operating Committee to make decisions, as prescribed by law.

## 2. Definitions

**Administrative Team Concept** - is a means whereby educational policies and administrative procedures that define the Career Center's programs and operations are arrived at through shared responsibility and authority.

**Administrative Team** - is composed of the Executive Director and Administrative, supervisory, and administrative support staff who have significant responsibilities for:

- 1. Formulating or implementing JOC policies, administrative regulations rules, procedures, or programs.
- 2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees.
- 3. Directing and supervising other employees.

- 4. Evaluating employees.
- 5. Adjusting complaints.
- 3. Delegation of Responsibility

The Administrative Team shall address itself to appropriate concerns identified or delegated by the Executive Director, by any member of the Team, or by a consensus of the members of the Team.

Concerns of the Administrative Team will include by not be limited to Career Center's budget, curriculum, personnel management, public relations, welfare of employees and individual administrative job descriptions.

The Administrative Team will meet regularly with the Executive Director, and as needed on call with the Joint Operating Committee, (JOC).

Actions of all members of the Administrative Team shall be consistent with professional and ethical standards adopted by professional management associations.

References:

School Code - 24 P.S. Sec. 510

State Board of Education Regulations - 22 PA Code Sec. 4.4

Board Policy - 000, 002