



## PERSONNEL – MANAGEMENT AND SUPERVISORY EMPLOYEES

### BOARD POLICY – ADMINISTRATIVE STAFF ORGANIZATION

BP 4301

The County Superintendent of Schools is authorized to organize the administrative and supervisory staff in a manner that best supports student achievement, the educational program, and efficient operations.

The County Superintendent of Schools or designee shall establish and define job responsibilities for supervisory and administrative personnel. (Education Code 44662)

The County Superintendent of Schools or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

The County Superintendent of Schools or designee shall maintain a current SBCEO organization chart which designates lines of primary responsibility and the relationships among all SBCEO positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible programs and provide efficient services.

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#### **Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### **Management Resources**

Website  
Website

#### **Description**

[CSBA](#)  
[Association of California School Administrators](#)

#### **State**

Ed. Code 35010  
Ed. Code 35020  
Ed. Code 35035  
Ed. Code 44662

#### **Description**

Control of district; prescription and enforcement of rules  
Duties of employees fixed by governing board  
Powers and duties of the superintendent; transfer authority  
Evaluation of certificated employees

ADOPTED BY COUNTY BOARD: November 3, 2022

REVISED: