

ADMINISTRATION

Representative and Deliberative Groups

Management Team, Job Description

The Superintendent shall provide for the preparation and maintenance of job descriptions for all management employees, according to acceptable personnel practice.

It is important for structured decision-making that the job description for each management position be descriptive of the actual functions of the position. The Governing Board shall have final approval of job descriptions.

Management Team, Organization/Function of

Pursuant to applicable provisions of the Education and Government codes, the Board of Trustees established a Management Team to assist and support the elective policy-making body in its legal responsibility to carry out the operation of the district. The function of the Management Team is to strengthen the administration of the educational programs.

The task of the Management Team is to identify, through advisory deliberations, the Administrative Regulations which will clarify procedures necessary to implement adopted Board policies. The responsibilities shall, in no manner, limit the ultimate authority of the Board of Trustees to make the final decisions as prescribed by law.

(cf. 9313 - Administration Regulations)

1. Board policies, designed to define the working conditions of Management Team personnel, shall provide the following parameters to ensure sound administration of the district by requiring:
 - a. Meaningful input and review of administrative decisions by representatives of those employees who will be affected.
 - b. Continuing evaluation of the effort, achievement and employment status of Management Team personnel.
 - c. Continuing revision of Board policies and administrative regulations to implement provisions of subsequent legislation and the terms of ratified labor contracts.
 - d. The Assistance Superintendent of Personnel to be responsible for providing clarification of regulations which outline the legal authority necessary to carry out adopted Board policies.
2. Deliberations of the Management Team shall be conducted as necessary to provide effective communications which have been identified by the Board, Superintendent

and/or any management employee. Subsequent administrative actions, consistent with professional and ethical standards, may include participation in the:

- a. Identification of policies for Board consideration through which the district programs will be implemented consistent with the provisions of supporting administrative regulations.
 - b. Development and implementation of the district budget, curricula and personnel procedures.
 - c. Negotiations of labor contract with leaders of recognized bargaining unit employees.
 - d. Administration of the provisions of ratified labor contracts negotiated with recognized and duly-constituted employee bargaining units.
 - e. Implementation of programs, approved by the Board, which provide leadership growth activities for potential management employees.
3. The Management Team shall be composed of intra-related groups of administrators, support and confidential personnel who are exempt from the recognized bargaining unit and who have, upon approval by the Board, been appointed to positions with specified duties defined by written job descriptions. The respective groups of Management Team employees shall be identified as follows:
- a. Executive Cabinet – Comprised of those employees assigned to positions involving executive responsibilities for recommending and implementing adopted Board policies through effective administrative regulations. Members of the Cabinet shall be designated as the Executive Agents of the Board. Such positions include the following job titles:
 - Superintendent
 - Assistant Superintendent
 - Director of Elementary Education
 - Director of Secondary Education
 - b. Administrative Council – Comprised of those employees assigned to positions involving direct responsibilities for administering adopted Board policies in accordance with provisions of administrative regulations.

Members of the Council shall be designated as the Administrative Agents of the Board. Such positions may include, but are not necessarily limited to, the following job titles:

Assistant Superintendent
Director
High School Principal
Middle School Principal
Elementary Principal
Adult Education Principal
Continuation School Principal
Supervisor/Administrator
High School Vice Principal
Middle School Vice Principal
Elementary Vice Principal
Adult Education Vice Principal
Specialist
Guidance Instructional Advisor

- c. Classified Management – Comprised of those employees assigned to positions involving supportive responsibilities for implementation of particular programs in accordance with provisions of adopted Board policies and approved administrative agents of the District. Such positions include the following job titles:

Finance Budget Manager
Operations/Maintenance Manager
Transportation Manager
Personnel Coordinator
Purchasing Agent
Food Services Manager
Personnel Technician

- d. Classified Supervisory – Comprised of those employees assigned to positions involving non-teaching duties related to the supervisory function shall be designated as the Staff Support Agents of the District. Such positions include the following job titles:

Cafeteria Supervisor/Cook
Maintenance Foreperson
Grounds Foreperson
Transportation Shop Foreperson
Dispatcher
High School Cafeteria Supervisor/Cook

- e. Confidential Support Group – Comprised of those employees assigned to positions involving direct access to or possession of records/information relating to employer/employee relations shall be designated as the Confidential Support Agents of the District. Such positions include the following titles:

Executive Secretary II
Administrative Secretary I & II
Senior Accounts Clerk – Special Projects
Principal’s Secretary
Clerical Assistant I & II - Personnel

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