



Title: **Management Team**

Code: 327

Book: Policy Manual

Section: 300 Employees

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### **Purpose**

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the team.

### **Authority**

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

### **Definitions**

For purposes of this policy, the terms herein shall have the following definitions:

1. **Management Team Concept** - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.
2. **Management Team** - is composed of the Superintendent and administrative, supervisory and administrative support personnel who have significant responsibilities for

formulating district policies or administering district programs; and in addition recommend employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation or discipline of employees; direct and supervise other employees; evaluate employees; and adjust complaints.

**3. Management Employees** - refers to those members of the Management Team.

**Guidelines**

The objectives of the district's Management Team are:

- to provide input into all policies which directly affect management employees in the administration of the school district by:
  - assisting in the development of the educational goals and objectives of the district;
  - applying all available knowledge to the improvement of district services;
  - providing input into the development of district and department financial plans and budgets;
  - providing input into the labor relations policies and practices of the district;
  - evaluating proposals made by other employees and making recommendations on the district's response;
  - providing open and frequent communication among members of the Team.
- to provide a means of addressing the economic and welfare concerns of management employees including; position

description, evaluation, salaries and fringe benefits, promotion and assignment and transfer.

### **Delegation of Responsibility**

The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide:

- that Management Team meetings will include the Superintendent, who shall serve as chairman, the director of curriculum and instruction, all principals, the director of Business Affairs. Depending on the topics to be discussed, assistant principals, supervisor of maintenance, food service manager, Athletics/Activity Director, Director of Special Ed., Federal Programs Coordinator, Director of Ancillary Services or similar individuals may be invited to participate in discussions.
- The Management Team shall address itself to appropriate concerns identified by the Superintendent and appropriate concerns identified by any member of the Team.
- The concerns of the Management Team will include but not be limited to the district budget, the district curriculum, personnel management and welfare of management employees.
- The Management Team will meet regularly and on call with the Board or representatives thereof.
- That actions of all members of the Management Team be consistent with professional and ethical standards as adopted by professional management associations.

Adopted: **October 21, 1981**

Last Revised: **February 16, 1993**

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