

Personnel

ADMINISTRATIVE AND SUPERVISORY PERSONNEL

BP 4300

The Governing Board believes that effective management is vital to the success of the district and the district's educational goals. The Board recognizes the importance of initiative and good judgment in the development, implementation, and oversight of district programs and operations, and encourages management personnel to support productivity, professional growth, and teamwork among employees. Additionally, the Board acknowledges that administrative and supervisory personnel benefit from professional development in fulfilling the expectations of their position and may provide or require professional development aligned with district priorities, operational needs, and applicable agreements, such that employees may improve their skills and pursue excellence.

Except for the Superintendent who is hired by the Board as specified in Board Policy 2120 - Superintendent Recruitment and Selection, the Superintendent or designee shall select and recommend qualified candidates for administrative and supervisory positions consistent with position requirements and the needs of the district, and the Board shall ratify and approve appointments in accordance with law and Board policy.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each administrative and supervisory position.

Each administrative and supervisory employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, and administrative regulations, as appropriate.

The Board may, by resolution and in accordance with applicable law, designate positions as senior management of the classified service, and may, by resolution, establish or abolish any such positions. An employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which the employee would otherwise be entitled if the employee had not been in a senior management position. (Education Code 45104.5)

The Superintendent or designee may provide professional development opportunities to administrative and supervisory employees for the purpose of

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continual improvement of knowledge and skills related to the employee's position.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 35031
Ed. Code 45100.5
Ed. Code 45104.5
Ed. Code 45108.5
Ed. Code 45108.7
Ed. Code 45128
Ed. Code 45130
Ed. Code 45256.5

Gov. Code 3540
Gov. Code 3540.1
Gov. Code 3543.4
Gov. Code 3545

Management Resources

Court Decision

Court Decision

Court Decision

Website

Website

Website

Website

Cross References

Policy

2000
2120
4000
4111
4119.11
4119.11

Description

[Term of employment](#)
[Senior classified management positions](#)
[Abolishment of senior classified management positions](#)
[Definition of senior classified management employees](#)
[Waiver of provisions of Education Code 45108.5](#)
[Overtime](#)
[Exclusion from overtime provisions](#)
[Designation of certain senior classified management positions](#)
[Purpose](#)
[Public employment; definitions](#)
[Management and confidential positions; representation](#)
[Appropriateness of unit; basis](#)

Description

Gately v. Cloverdale Unified School District (2008) 156 Cal.App.4th 487
National Education Association v. United States Department of Education (2025) 779 F.Supp.3d 149
[Auer v. Robbins \(1997\) 117 S.Ct. 905](#)
[U.S. Office of the Attorney General](#)
[Diversity in Leadership Institute](#)
[CSBA District and County Office of Education Legal Services](#)
[California Department of Education](#)

Description

[Concepts And Roles](#)
[Superintendent Recruitment And Selection](#)
[Concepts And Roles](#)
[Recruitment And Selection](#)
[Sexual Harassment](#)
[Sexual Harassment](#)

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4154	<u>Health And Welfare Benefits</u>
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4161	<u>Leaves</u>
4211	<u>Recruitment And Selection</u>
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4219.11	<u>Sexual Harassment</u>
4240	<u>Bargaining Units</u>
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4254	<u>Health And Welfare Benefits</u>
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4314	<u>Transfers</u>
4314	<u>Transfers</u>
4315	<u>Evaluation/ Supervision</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
4340	<u>Bargaining Units</u>
4354	<u>Health And Welfare Benefits</u>
4354	<u>Health And Welfare Benefits</u>
4361	<u>Leaves</u>
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Policy

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California