



AGREEMENT BETWEEN
WESTMINSTER SCHOOL DISTRICT
AND
WESTMINSTER TEACHERS ASSOCIATION



September 2, 2026

Certificated Staff - Administrative Designee Stipend

This memorandum of understanding is made and entered into by and between the Westminster School District ("District") and the Westminster Teachers Association ("WTA").

The District and the Association mutually agree to provide a stipend for an Administrative Designee at each school elementary and middle school site as follows, from September 2, 2026 through June 11, 2027:

Selection

- For the 2026-2027 school year (September 2, 2026 through June 11, 2027)
 - Staff will request to be considered before their Principal chooses the Designee

Stipend Amount

- The stipend amount shall be \$1050.00 for the year (\$350.00 per trimester).

Examples of Duty

- A Stipend Description with examples of duty is provided as an attachment to this MOU.
- Candidates are encouraged to review the Stipend Description for Administrative Designee provided.

This MOU shall not be precedent setting nor form any basis for a past practice. The Parties agree that this MOU is non-precedential and applies only to the terms specifically agreed to and described. Nothing in this MOU waives, modifies, or amends any provision of the CBA.


Rich Montgomery
Deputy Superintendent
Human Resources
8/26/26
Date


Kim Bui
President
Westminster Teachers Association
8/26/26
Date

WESTMINSTER SCHOOL DISTRICT

WESTMINSTER SCHOOL DISTRICT
Westminster, California
ADMINISTRATIVE DESIGNEE

Examples of Duty

DEFINITION

The Administrative Designee (AD) is primarily a classroom teacher but will be assigned additional responsibilities under direct supervision of the school principal. Duties performed may also serve as foundational training for the Assistant Principal position. Candidates are selected by their site principal. The primary purpose of the AD program is to identify and prepare personnel for a position of educational leadership, although considerations may be made for Principals needing additional personnel support in management oversight and responsibilities.

Primary Duties

- Student discipline, not including suspension or expulsion.
- Serves as the Acting Principal in the absence of the principal and assistant principal.

The above responsibilities are descriptive only and not restricted to the tasks listed. It is recommended that a record of completed activities and experiences be maintained by each AD.

EXCLUSIONS

An Administrative Designee may not provide the services described below:

- Evaluation of the quality and effectiveness of instructional services.
- Evaluation of certificated personnel employed.
- Suspension and expulsion, pursuant to Article 1 of Chapter 6 of Part 27 of Division 4 of Title 2 of the Education Code commencing with Section 48900.
- Certificated personnel discipline, including but not limited to suspension, dismissal, and reinstatement, pursuant to Chapters 4 and 5 of Part 25 of Division 3 of the Education Code commencing with Section 44800.

QUALIFICATIONS

Knowledge of:

Principles, methods, goals, and objectives of public education; sound teaching practices that encompass standards-based instruction and learning; curriculum, and assessment trends; procedures and techniques of effective school leadership; student activity, behavior management, and campus supervision; methods and strategies for managing school programs and budgets.

Ability to:

Support, organize, and coordinate the management functions and activities of a school; demonstrate positive instructional leadership skills; analyze problems, issues, and concerns, and formulate appropriate solutions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability and oversight; establish and maintain positive student, staff, parent, and community relations; comply with the District's customer service standards, as outlined in Board Policy.

Experience:

Three years of successful teaching experience. Prior administrative or leadership experience is desirable.

Education/Certification Requirement:

A valid California credential authorizing service as a teacher; Administrative credential work may or may not be in progress for this assignment.

Goals of Effective Performance:

The goal of the Administrative Designee is for candidates to successfully perform a variety of instructional and administrative tasks as assigned by the principal. Effective performance will be measured by the principal on an annual basis.