



ADMINISTRATIVE MANAGEMENT TEAM

The Board recognizes the importance of maintaining an effective Administrative 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.

While the Administrative 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.

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

1. Administrative 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. Administrative 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;
 - adjust complaints.
3. Administrative Employees - refers to those members of the Administrative Team.

The objectives of the district's Administrative Team are: to provide input into all policies, which directly affect administrative 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
 - assignment and transfer.

The superintendent shall prepare administrative guidelines for the operation of the Administrative Team. Such guidelines shall provide: that Administrative Team meetings will include:

- all administrative employees representatives reflective of all administrative employee positions
- and, on occasion, all administrative employees that the Administrative Team shall address itself to
- appropriate concerns identified by the superintendent
- appropriate concerns identified by any member of the Team
- appropriate concerns mutually identified by a consensus of the members of the Team that the concerns of the Administrative Team will include but not be limited to:
 - the district budget
 - the district curriculum
 - personnel management
 - welfare of management employees that the Administrative Team will meet:
- on call with the Board or representatives thereof, that actions of all members of the Administrative Team be consistent with professional and ethical standards as adopted by professional management associations.