Policy 4300: Administrative And Supervisory Personnel

Status: DRAFT

Original Adopted Date: 08/16/2022 | **Last Revised Date:** 10/18/2022

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 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	Description
Ed. Code 35031	Term of employment
Ed. Code 45100.5	Senior classified management positions
Ed. Code 45104.5	Abolishment of senior classified management positions
Ed. Code 45108.5	Definition of senior classified management employees
Ed. Code 45108.7	Waiver of provisions of Education Code 45108.5
Ed. Code 45128	Overtime
Ed. Code 45130	Exclusion from overtime provisions
Ed. Code 45256.5	Designation of certain senior classified management positions
Gov. Code 3540	Purpose
Gov. Code 3540.1	Public employment; definitions
Gov. Code 3543.4	Management and confidential positions; representation
Gov. Code 3545	Appropriateness of unit; basis

Management Resources	Description
Court Decision	Gately v. Cloverdale Unified School District (2008) 156 Cal.App.4th 487

Management Resources	Description
Court Decision	National Education Association v. United States Department of Education (2025) 779 F.Supp.3d 149
Court Decision	Auer v. Robbins (1997) 117 S.Ct. 905
Website	U.S. Office of the Attorney General
Website	Diversity in Leadership Institute
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education

Cross References	Description
2000	Concepts And Roles
2120	Superintendent Recruitment And Selection
4000	Concepts And Roles
4111	Recruitment And Selection
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4140	Bargaining Units
4154	Health And Welfare Benefits
4211	Recruitment And Selection
4219.11	Sexual Harassment
4219.11	Sexual Harassment
4240	Bargaining Units
4254	Health And Welfare Benefits
4311	Recruitment And Selection
4312.1	Contracts
4313.2	Demotion/Reassignment
4313.2	Demotion/Reassignment
4314	Transfers
4314	Transfers
4315	Evaluation/Supervision
4319.11	Sexual Harassment
4319.11	Sexual Harassment
4340	Bargaining Units
4354	Health And Welfare Benefits
4361	Leaves