



Section: ADMINISTRATIVE EMPLOYEES
Title: MANAGEMENT TEAM
Adopted: February 20, 1996
Revised:

323. MANAGEMENT TEAM	
1. Purpose	The Joint Operating Committee recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the school and to establish and improve communications, decision-making, conflict resolution and other relationships among the members of the team.
2. 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 Joint Operating Committee ultimately to make decisions as prescribed by law.
3. Definitions	<p>For the purposes of this policy, the terms herein shall have the following definitions:</p> <ol style="list-style-type: none"> 1. Management Team Concept – is a means whereby educational policies and administrative procedures that define the school’s programs and operations are arrived at through shared responsibility and authority. 2. Management Team – is composed of the Administrative Director, Assistant Director, Principal, Business Manager, Technology Coordinator, Supervisors and support personnel who have significant responsibilities for formulating school policies or administering school 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 handle complaints. 3. Management Employees – refers to those members of the Management Team.
4. Guidelines	<p>The objectives of the school’s Management Team are:</p> <ul style="list-style-type: none"> • To provide input into all policies which directly affect management employees in the administration of the school by assisting in the development of the educational goals and objectives of the school; applying all available knowledge to the improvement of school services; providing input into the development of school and department financial plans and budgets; providing input into the labor relations policies and practices of the school; evaluating proposals made by other employees and making recommendations on the school’s response; and providing open and frequent communication among members of the Team.

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<p>4. Delegation of Responsibility</p>	<ul style="list-style-type: none"> • 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. <p>The Administrative Director shall prepare guidelines for the operation of the Management Team:</p> <ul style="list-style-type: none"> • That Management Team meetings will include those members of the Management Team that are affected by the problem and can make a contribution to the solution of the problem, representatives reflective of all management employee positions and, on occasion, all management employees. • That the Management Team shall address itself to appropriate concerns identified by any member of the Team and appropriate concerns mutually identified by a consensus of the members of the Team. • That the concerns of the Management Team will include but not be limited to the school budget, the school curriculum, personnel management and welfare of management employees. • That the Management Team will meet monthly and on call with the Joint Operating Committee 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. 	

