

ADMINISTRATION — 2000 SERIES

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ADMINISTRATION

Concepts and Roles in Administration

Preamble

The Superintendent is responsible for directing and coordinating the administrative staff in implementing the philosophy and operational principles adopted by the Governing Council within the guidelines established by council policy and law.

To demonstrate leadership and resolve the problems and obstacles which may arise both inside the ROC/P and its relations with the community, the Governing Council expects the administration to be competent in:

1. The process of decision-making and communication.
2. Planning, organizing, implementing, and evaluating.
3. Coordinating and guiding the various elements within the ROC/P and community in order to improve the quality of the program.

The Superintendent is encouraged to conduct the operations of the ROC/P according to the management team concept.

First Reading:	8/8/90
Second Reading:	11/6/90
Adopted:	11/6/90

Chief Administrative Officer

The Superintendent shall be responsible only to the Governing Board and shall have administrative and supervisory authority over all other employees of the ROC/P. He/She should hold at least a Master's degree and a valid California Administrative or Supervision credential.

Appointment

The Governing Council shall appoint the Superintendent for a term not to exceed four years.

If at any time, in the opinion of a majority of the Board, his/her services are unsatisfactory, he/she shall be notified and given an opportunity to correct the condition.

Responsibilities

The Superintendent shall serve as the chief executive officer of the Governing Council and shall be charged with the responsibility of implementing the policies of the Council. He/She shall prepare the agenda for each meeting of the Council, shall attend all meetings, unless excused by the President, shall be Secretary to the Council, shall be responsible for the minutes, and shall participate in all deliberations of the Council when such deliberations do not involve the terms of his/her employment.

He/She shall:

- a. provide overall leadership for the educational program and operation of the ROC/P and present to the Council and to the staff such plans for education in the ROC/P as will, in his/her opinion, serve to improve the total educational program under his/her supervision;
- b. administer the ROC/P in conformity with the adopted policies of the Council, the rules and regulations of the State Board of Education, the State Department of Education, and in accordance with state law;
- c. develop administrative principles and procedures for implementing Council policies originating from the Council;
- d. recommend employees for appointment, demotion, transfer, dismissal, and promotion in accordance with the policies of the Council;

- e. assign instructional and non-instructional personnel with approval of the Council and hold them responsible for the efficient fulfillment of their assignments;
- f. belong to such civic, service, social, and other organizations as are feasible, acting in such a manner as will provide a favorable image of the ROC/P and its personnel.
- g. prepare and submit to the Council for approval the courses of study and curricula to be offered in the ROC/P;
- h. select and recommend for adoption all textbooks and supplementary materials;
- i. submit to the Council at least 60 days before the end of the fiscal year, an estimate of the receipts and expenditures for the ensuing year;
- j. employ or authorize the employment of all non-teaching personnel as provided in the annual budget of the ROC/P or as approved by the Council;
- k. submit financial and other reports to the ROC/P to keep it informed of the current status of the ROC/P's fiscal and other affairs;
- l. with the ROC/P staff, develop recommendations to the Council for the improvement of the ROC/P and the instructional program;
- m. determine the need for additional facilities, recommend to the Council plans for meeting the need and work with architects selected by the Council in planning the additional facilities required;
- n. within the limits of funds budgeted for this purpose, attend at the expense of the ROC/P, professional meetings of state and national scope, and provide for attendance of other members of the ROC/P staff for the purpose of keeping informed of current progress in education to ensure that the ROC/P shall be kept abreast of the times;
- o. be responsible for the planning, developing, and implementing the public information program of the ROC/P;
- p. perform such other duties as the Council may determine;

- q. provide for inservice training of all ROC/P personnel, certificated, and classified;
- r. report to the Council, verbally or in writing, at such times as it may seem fit or when the Council may require, the condition and progress of the ROC/P.
- s. forms advisory committees to aid in formulating policies and procedures for carrying out the work of the ROC/P.
- t. delegate to subordinates any of the powers and duties of the Superintendent which may be delegated, provided that the Superintendent shall retain responsibility for any functions so delegated.

Superintendent as Representative in Signing Federal Documents

The Superintendent shall be the authorized representative of the ROC/P in signing necessary federal documents, unless otherwise authorized by the Council.

Representative to Accept Surplus Properties

The Superintendent shall recommend the persons authorized to accept surplus properties.

Determination of Work Year of Administrative Staff

The work year of the administrative staff shall be determined by the ROC/P Superintendent. It shall be understood that all administrative personnel have year-round responsibilities and are subject to call at any time by the Superintendent.

Supervision Exercised or Received

- a. directly responsible to the Mission Valley Regional

Occupational Center/Program Governing Council

Legal Reference:

Education Code 35034

Education Code 35035

Superintendent of Schools in certain unified districts
Additional powers and duties of superintendent

First Reading: 2/18/97
 Second Reading: 2/27/97
 Adopted: 2/27/97

Administrative Staff Organization

BP 2110

The Superintendent shall organize the staff of the ROC/P in a manner best suited to achieve its purposes. The Governing Council prefers a structure which establishes the Superintendent as a unitary executive responsible to the Governing Council, with lines of primary responsibility for all other employees clearly identified. There should, in addition, be provision for representative and deliberative groups of employees, students, and community whose functions, in the main, shall be to assist 1) in problem identification and solution, and 2) in evaluation of goal achievement.

Legal Reference:

Education Codes

35014	Adoption of rules by governing board
35020	Duties of employees fixed by governing council
35034	District superintendent of certain unified school districts
35035	Additional powers and duties of superintendents

First Reading: 8/8/90
Second Reading: 11/6/90
Adopted: 11/6/90

Administration

BP 2120

Organization Chart (s)

The administrative organization of the ROC/P shall be considered as an orderly means of achieving the ROC/P's primary objectives, an effective program of instruction for students.

The general administrative organization of the ROC/P shall be known as the single executive type of school administration with the Governing Council as the governing body and with all activities under the direction of the superintendent.

Organization or function charts for the ROC/P shall be prepared by the superintendent and approved by the Governing Council to designate clearly the relationships of all employees within the ROC/P organization. The organization or function charts shall be kept up to date and changes shall be approved by the Governing Council.

Legal Reference:	Education Codes
	35015 Adoption of rules by governing boards
	35020 Duties of employees fixed by governing board
	35035 Powers and rules of superintendent

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