

Definitions

Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees.

Management employees are those employees who have significant responsibilities for formulating district policies or administering district programs and who have been designated as management by the School Board.

Supervisory employees are those employees who have the authority to make recommendations to the Superintendent or designee concerning the employees under their supervision. This authority extends to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction, work assignment and discipline.

Board policies and administrative regulations in the 4100 series for certificated personnel apply to certificated management and supervisory employees unless otherwise specified by law, Board policies or administrative regulations, or Board action.

Board policies and administrative regulations in the 4200 series for classified personnel apply to classified management and supervisory employees unless otherwise specified by law, Board policies or regulations, or Board action.

Legal Reference:

ALASKA STATUTES

23.40.090 Collective bargaining unit

LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

Legal Reference:

UNITED STATES CODE

Fair Labor Standards Act 29 U.S.C. 201-216

Department of Labor Relations 29 C.F.R. Parts 511-800

PROMOTION/DEMOTION/RECLASSIFICATION

The Superintendent may promote, demote, and reclassify certificated and classified management employees when such action is determined to be in the best interest of the district.

All decisions concerning promotion, demotion and reclassification shall be based upon the recommendation of the Superintendent or designee and prior consultation with district legal counsel.

The Superintendent or designee shall ensure that the promotion, demotion and reclassification of management employees complies with applicable statutory deadlines and procedures.

TRANSFER/REASSIGNMENT

The Superintendent or designee shall assess the needs of the district and to assign management personnel to positions which will meet those needs.

Voluntary Change of Assignment

In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the district, the School Board encourages management personnel at all levels to apply for transfers and reassignments.

EVALUATION/SUPERVISION

Certificated Management Personnel

The School Board shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Board.
4. Evaluations from teachers who the administrator supervises.
5. Additional factors as determined by the Superintendent or designee.

(cf. 4315.1 - Competence in Evaluation of Teachers)

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

Classified Management Personnel

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the School Board. The evaluation shall include recommendations for improvement if needed.

Legal Reference: (See next page)

EVALUATION/SUPERVISION (continued)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 Evaluation of professional employees

COMPETENCE IN EVALUATION OF TEACHERS

The School Board believes that the Superintendent is competent to evaluate the professional staff and determine the competence of other administrators to evaluate teachers whom they supervise.

Competence in evaluation shall be a factor in the evaluation of administrators who are assigned to evaluate teachers.

The superintendent or designee shall provide appropriate inservice training in evaluative techniques.

(cf. 4115 - Evaluation/Supervision)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 19.030 *Method for evaluating professional employees*

4 AAC 19.060 *Evaluation training*

LEAVES

Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Legal Reference:

ALASKA STATUTES

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay