

Management, Supervisory, and Confidential Personnel

LEADERSHIP TEAM (JOINT)

The Leadership Team of the Chula Vista Elementary School District is established for the purpose of improving the management function of the District and fulfilling the legal requirements under Government Code Sections 3540-3540.1. Specific purposes of the Leadership Team include:

1. Strengthening the administration of the educational programs in the District.
2. Bringing to bear the use of effective research on District programs.
3. Pooling of technical knowledge for the improvement of District services.
4. Coordinating evaluation of District operations and personnel.
5. Providing refinement and delineation of District policies and procedures.
6. Improving communications, decision making, conflict resolution, and other relationships among members of the team.

The Superintendent, in conjunction with the Leadership Team, will establish standing committees such as:

1. Annual budget planning and review.
2. Steering.
3. Research and development.
4. Instructional quality.
5. Salary, working conditions.
6. Legislation.
7. Negotiations planning and policy review.
8. Public relations (budget advisory).
9. Personnel.

Leadership Team committees shall have the following duties and responsibilities:

1. To make policy recommendations through the Superintendent to the Governing Board in the assigned areas of committee responsibility.
2. To develop for Superintendent approval and Board review administrative regulations and procedures implementing policy positions adopted by the Board.
3. To appropriately involve other staff members possessing competency in the area under consideration in the development of District policies and procedures.

LEADERSHIP TEAM (JOINT) (continued)

4. To interpret and disseminate to other District personnel, students, and citizens District policies and programs.
5. To be the Board's representative in the administration of District programs.
6. To evaluate proposals made by employee units for negotiation with the Board's designated representative(s) and to recommend through the Superintendent to the Board the District's response to such proposals.
7. To serve as supportive personnel to the District's negotiator(s).
8. To provide input into policies which directly affect Leadership Team employees in the management of the school district.
9. To provide a means whereby economic and welfare concerns of Leadership Team employees can be addressed including, but not limited to: positions, job descriptions, evaluation, salaries/fringe benefits, promotion, assignment, and transfer.
10. To perform such other functions as may be designated by the Superintendent.

The Superintendent, in conjunction with the Leadership Team Committee, shall develop appropriate standing rules and regulations for the implementation of this policy.

The following criteria designate employee positions to be named under Government Code Section 3540-3540.1:

Management employee means any employee in a position having sufficient responsibilities for formulating District policy or administering District programs.

Confidential employee means any employee who, in the regular course of his/her duties, has access to or possesses information relating to his/her employer's employer-employee relations.

Supervisory employee means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend such action..."

LEADERSHIP TEAM (JOINT) (continued)

Positions designated as Management include:

Superintendent

Assistant Superintendent (Business Management, Educational Services,
Personnel Services, School Administration)

Director:

Special Education

Transportation Services

Nutrition Services

Business Support Services

Curriculum, Assessment and Projects

Planning and Facilities

Fiscal Services

Administrator:

Student Services

Student Welfare and Attendance

Principal

Coordinator:

Personnel Services

Curriculum

Media Services

Second Language Education

Program Specialist

Projects' Specialist

Psychologist

Manager:

Purchasing and Material Control

Risk

Maintenance

Publications

Maintenance Planner

Positions designated as Supervisory include:

Accountant Supervisory

Financial Analyst

Custodian Supervisor

Grounds Supervisor

Child Care Site Supervisor

Payroll Supervisor

Manager, Child Nutrition Services

Manager (Bakery), Child Nutrition Services

LEADERSHIP TEAM (JOINT) (continued)

Positions designated as Confidential include:

Administrative Assistant
Public Information Officer
Personnel Specialist
Administrative Secretary (Business Management, Educational Services,
Personnel Services, School Administration)
Secretary I (Personnel Services, Planning Department, Superintendent's Office)
Offset Operator II
Insurance Clerk
Substitute Desk Clerk
Offset Operator I
Publications Clerk

Legal Reference:

EDUCATION CODE

35031 Term of employment
45100.5 Designation of senior management of the classified service
45104.5 Abolishment of senior classified management positions
45108.5 Definitions of senior classified management employees
45108.7 Waiver of provisions of 45108.5
45256.5 Senior management of classified service

GOVERNMENT CODE

3540.1 Definitions, particularly (g) "management employee" and (m) "supervisory employee"
3543.4 Management position; representation
3545 Appropriateness of unit; basis National Labor Relations Board vs. Hendricks (1981) [50 U.S. Law Week 4037]

Policy

Adopted: 11/13/90

Revised: 05/05/92

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California