

Management and Supervisory Personnel

DEFINITIONS

BP 4300

Note: Pursuant to state law, the Superintendent, Assistant Superintendent, and other employees who exercise significant responsibilities for the district in the area of collective bargaining formulation and implementation are excluded from the bargaining units of other certificated or classified employees.

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 Iditarod 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.

Note: The following optional paragraphs may be useful when situations arise for which the district has not adopted policies specifically governing management and supervisory employees. Policies related to supervisory employees should be reviewed in conjunction with any applicable employee agreements.

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

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

Legal Reference:

ALASKA STATUTES

23.40.090 Collective bargaining unit

23.40.250 Definitions

ALASKA ADMINISTRATIVE CODE

8 AAC 97.990 Definitions

Revised 9/97

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Management and Supervisory Personnel

LOAD/SCHEDULING/HOURS OF EMPLOYMENT

BP 4313.1

The Iditarod 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

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Management and Supervisory Personnel

PROMOTION/DEMOTION/RECLASSIFICATION

BP 4313.2

The Superintendent or designee 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.

Legal Reference:

ALASKA STATUTE

14.14.130 Chief School Administrator

14.20.158 Continued contract provisions

14.20.140 Notification of layoff or nonretention

Revised 9/97

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Management and Supervisory Personnel

TRANSFER/REASSIGNMENT

BP 4314

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 Iditarod School Board encourages management personnel at all levels to apply for transfers and reassignments.

INVOLUNTARY REASSIGNMENT OF CERTIFICATED ADMINISTRATORS

Involuntary reassignment within the administrator's classification (same job title) may be initiated upon the recommendation of the Superintendent or designee in the best interests of the district.

Administrators in job-alike and equal compensation positions shall be subject to rotation of assignments on a lateral basis.

The lateral end-of-year rotation of administrators shall be made only after a meeting between the management employee involved and the Superintendent or designee.

Legal Reference:

ALASKA STATUTE
14.20.158

Revised 9/97

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: May 2015

Management and Supervisory Personnel

EVALUATION/SUPERVISION

BP 4315 (a)

Note: Effective July 1, 1997, all School Boards must adopt a certificated employee evaluation system for the evaluation of teachers and administrators. The evaluation system must apply to all certificated employees except the Superintendent or designee. In designing and periodically reviewing the system, the School Board must consider input from students, parents, community members, teachers, administrators, and affected bargaining units. AS 14.20.149

CERTIFICATED MANAGEMENT PERSONNEL

The Iditarod School Board shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on observation of the employee and assessment of the following criteria:

1. 1. The administrator's progress toward agreed-upon goals, objectives and tasks.
1. 2. General expectations of performance, as set forth in the district's performance standards, which recognize professional responsibility, accountability and attitude.
1. 3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the Iditarod School Board.
1. 4. Evaluations from teachers who the administrator supervises, as well as from students, parents, community members and other administrators.
1. 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.

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Management and Supervisory Personnel

EVALUATION/SUPERVISION (continued)

BP 4315 (b)

CLASSIFIED MANAGEMENT PERSONNEL

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

Legal Reference:

ALASKA STATUTE

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

Revised 9/97

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**

Management and Supervisory Personnel

COMPETENCE IN EVALUATION OF TEACHERS

BP 4315.1

Note: Pursuant to 4 AAC 19.030 teacher evaluations must be approved by a person who possesses an administrative credential issued under 4 AAC 12.030. Under AS 14.20.149, a person may not conduct a certificated employee evaluation unless: the person holds a type B certificate or is a site administrator under the supervision of a person possessing a type B certificate; the person is employed as an administrator; and the person has completed training in the use of the district's evaluation system.

The Iditarod School Board believes that the Superintendent or designee is competent to evaluate the professional staff and determine the competence of other administrators to evaluate teachers whom they supervise. All persons designated as competent to evaluate certificated personnel shall complete training in the use of the district's teacher evaluation system.

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

Note: 4 AAC 19.060 and AS 14.20.149 mandates inservice training in evaluative techniques for all certificated staff.

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

(cf. 4115 - Evaluation/Supervision)

Legal Reference:

ALASKA STATUTE
14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE
4 AAC 19.030 Method for evaluating professional employees
4 AAC 19.060 Evaluation training
4 AAC 04.200 Professional content and performance standards

Revised 9/97

IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014

Management and Supervisory Personnel

LEAVES

BP 4361

Note: Leave provisions for management staff vary greatly from district to district. In lieu of policy, districts may state these provisions in individual contracts or memorandums of understanding. The following statement may be expanded by districts that adopt policy in this area.

The Iditarod School Board recognizes the need to provide for leaves which management, supervisors and confidential personnel may take for justifiable reasons as set forth in state law and regulation. Such leaves shall be authorized pursuant to Iditarod School Board policies and/or administrative regulations, and Iditarod School Board action or individual contract.

Note: The following optional paragraphs maintain equal leave provisions for all employees and should be revised or deleted as appropriate.

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Iditarod School Board policy, administrative regulations or individual contract.

Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in Iditarod School 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

Revised 9/97

**IDITAROD AREA SCHOOL DISTRICT
DATE OF ADOPTION: December 2014**