

**ADMINISTRATION**

**BP 2020     Administrative Staff Organization**

The Superintendent and the Board believe that an effective organization is essential to the missions and goals of the educational program. As a result, the Superintendent shall organize the staff of the County Office in a manner best suited to achieve its purposes.

The Superintendent and Board shall strive to ensure a culture that is Respectful, Responsive, and Resourceful to our clients and each other by:

- Valuing individuals;
- Listening and communicating effectively;
- Creating a climate of trust by being honest, open, fair and inclusionary;
- Responding whenever possible to people’s training needs, whether they be organizational, departmental, interdepartmental, or individual;
- Providing a collaborative environment that facilitates conflict resolution, improves efficiencies, and accommodates change;
- Empowering individuals to be problem-solvers and prudent risk-takers;
- Honoring people and their time by encouraging their requests for help and by offering choices; and
- Recognizing employee’s good work.

Legal Reference:            E.C. §§ 1040, 1240 et seq., 35160, 35160.1

First Reading:            August 3, 1999  
Second Reading:        September 7, 1999  
Adopted:                 September 7, 1999