

ADMINISTRATION**Concepts and Roles in Administration**

The Superintendent employs administrative and supervisory personnel to assist in the effective management of the County Office of Education. All units, departments, programs, and services shall make up a single administrative system, organized so that appropriate decision making may take place at various levels in accordance with the Superintendent's policies and procedures.

Role of Administration

The success of the County Office of Education depends upon the ability of individuals and groups to adapt to the changing educational needs of society, the community and the students. The Superintendent has established a standard of Respect, Responsiveness, and Resourcefulness for the County Office of Education management and staff to:

- work cooperatively with local school districts to identify student, district and community needs;
- motivate, challenge and guide others in providing programs and services;
- determine those instructional programs and services most efficiently, cost effectively, and appropriately provided by the County Office of Education;
- develop a coordination system for addressing and implementing state mandated programs and services among local districts, counties, and other agencies;
- link schools to county-based health, welfare, recreation, juvenile justice, and other social services;
- evaluate continuously the effectiveness of the instructional programs and services provided;
- adapt programs and services as needed to provide direction and support to the educational process in the county and the region;
- be knowledgeable about County Office of Education policies and procedures, negotiated agreement, and past practices.

Management Functions

- to provide leadership in all areas of school management and development so as to enhance the current quality of education and support the exploration of promising practices;
- to improve communication among all County Office of Education employees and provide better communication with districts, the community and, where appropriate, individual parents/guardians and students;
- to establish a framework of direct responsibility that will assure that each administrator carries out her/his role in the accomplishment of the County Office of Education mission and goals;
- to provide professional leadership, advice, and counsel to the school districts within the county by working together to ensure the best and most effective learning programs;
- to increase the commitment of administrators to programs of the County Office of Education by developing a client-oriented approach to service;
- to implement and support direct services to students that are efficient and effective and that demonstrate a total commitment to the rights and dignity of all persons;
- to manage the day-to-day operations of the County Office of Education's various units, departments, programs, and projects effectively and efficiently;
- to respond to state mandates and needs identified by districts;
- to evaluate policies, procedures and personnel so as to ensure efficient, effective, and economical operation of the County Office of Education.

The Superintendent shall organize that staff of the County Office of Education in a manner best suited to achieve its purpose.

Organization Chart/Lines of Responsibility

It is the desire of the Superintendent that the Administrative Services Department maintain current County Office of Education organizational charts. The organizational charts shall clearly designate lines of primary responsibility and the relationships among all County Office of Education positions.

The organizational charts shall clarify working relationships and functions. They are not intended to indicate all the lines of communication and cooperation which must exist to create effective and efficient operations of the County Office of Education and services to districts.

Unit Supervisors shall ensure that all personnel understand to whom they are responsible and for what functions.

Units and Departments

The programs and services being provided by the County Office of Education must be adjusted regularly to meet changing needs and conditions. To ensure its effectiveness, the County Office of Education is organized into two units:

- Administrative Services and
- Instructional Services/Student Programs

The Superintendent directs that the Administrative Services Department annually update the department organizational chart of the County Office of Education. Department organizational charts are graphic displays of all regular certificated and classified employees and their working relationships.

Lines of Responsibility

The following principles shall govern the administrative operations of the County Office of Education:

- each unit supervisor employed by the Superintendent shall be responsible to the Superintendent;
- the Superintendent may choose to assign responsibility for supervision to a unit supervisor;
- all personnel shall refer matters requiring administrative action to their immediate superior;
- department directors shall refer matters to the appropriate unit supervisor when necessary.
- administrative staff members shall be advised as to who (s)he reports and to whom (s)he may go for help in working out his/her own function;
- administrative staff members who function in more than one department may expect to report to more than one person; in such cases it shall be the responsibility of the unit supervisors involved to assure such cooperation as is necessary to minimize conflict and ambiguity for the employee involved;
- upon acting in full compliance with any decision made, all personnel shall have the right to appeal a decision made by an administrator or unit supervisor that affects them and shall be advised as to whom to appeal and the successive steps necessary for an orderly appeal;

- administrative staff shall have discretion in the daily operation of their own area of responsibility, but they will be expected to keep the appropriate unit supervisor fully informed.

Legal Reference:

EDUCATION CODE

1040-1042 Duties and powers of the County Office of Education Board

1240 et seq. Duties, responsibilities and general powers

1290 Power to appoint deputy superintendent

1293 Power to contract with certificated employees

1294.5 Employment of certificated employees

1311 Employment of persons to positions not requiring certification qualifications

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35028 Qualifications for employment

35031 Term of employment

35035 Powers and duties of superintendent

35160 Authority of governing boards

1504 Powers and duties generally

44944 Conduct of hearing; decision; expenses and costs

WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors by law enforcement agency

828.1 School district police department; disclosure of juvenile criminal records