BP 7250    EDUCATIONAL ADMINISTRATORS

References:
Education Code, Sections 72411 et seq., 87002(b), and 87457-87460;
Government Code, Sections 3540.1(g) and (m)

An administrator is a person employed by the Board of Trustees in a management position as defined in Government Code, Sections 3540 et seq. Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Duties and Responsibilities
Educational administrators, regardless of job description, have authority to recommend the hire, transfer, suspension, promotion, discharge, assignment and/or discipline of employees. Educational administrators have the responsibility to assign, direct and evaluate the work of employees, and/or address employee grievances. Educational administrators have the responsibility as specified in their Board approved job descriptions to plan, organize, and administer the activities of the department, office or division efficiently in accordance with federal, state, and local laws, Board Policies, Administrative Procedures, employee handbooks, and collective bargaining agreements.

Appointments
The appointments of the President/Superintendent and any other contract positions as established by the Board of Trustees are established by contracts and continued by the action of the Board of Trustees.

All other educational administrator positions are offered and held on recommendation of the President/Superintendent with the approval of the Board of Trustees. Appointments to educational administrator positions, other than those controlled by management contract as specified in Board Policy, shall be continued from year to year unless appropriate notice is given in the manner prescribed by law.

Terms and Conditions of Employment
The President/Superintendent shall provide, subject to approval of the Board of Trustees, regulations regarding management employees’ rights, terms and conditions of employment. Management employees’ concerns on matters related to wages, hours of employment and other terms and conditions of employment shall be communicated to the Board of Trustees by the President/Superintendent or his/her designee.

A full-time management assignment is defined as a 40-hour workweek; however,
managers may be required and/or expected to render any additional time as may be necessary to fulfill their management responsibilities and/or meet District needs.

Reassignment

Educational administrators do not acquire and cannot obtain tenured status as educational administrators, but are eligible for and may hold status in other capacities in the District in accordance with Education Code Section 87458. An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the President/Superintendent and the Faculty Senate and approved by the Board of Trustees. The Board shall rely primarily on the advice and judgment of the Faculty Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code, Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Compensation

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment and/or are compensated according to the terms of the management salary schedule. The management salary schedule shall be set by the Board of Trustees upon recommendation by the President/Superintendent. Educational administrators will originally be placed on the appropriate salary schedule according to position by the President/Superintendent.

Benefits

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board of Trustees upon recommendation by the President/Superintendent.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, Board Policies and Administrative Procedures.

Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008
(Replaces former Cerritos CCD Policies 7000.4, 7000.6, 7101.1, 7101.2, 7101.3, and 7103)