

**Policy 4300: Administrative And Supervisory Personnel**

**Status:** ADOPTED

**Original Adopted Date:** 06/01/1998 | **Last Revised Date:** 05/01/2026 | **Last Reviewed Date:** 05/01/2026

The Governing Board believes that effective management is vital to the success of the district and the district's educational goals. The Board recognizes the importance of initiative and good judgment in the development, implementation, and oversight of district programs and operations, and encourages management personnel to support productivity, professional growth, and teamwork among employees. Additionally, the Board acknowledges that administrative and supervisory personnel benefit from professional development in fulfilling the expectations of their position and may provide or require professional development aligned with district priorities, operational needs, and applicable agreements, such that employees may improve their skills and pursue excellence.

Except for the Superintendent who is hired by the Board as specified in Board Policy 2120 - Superintendent Recruitment and Selection, the Superintendent or designee shall select and recommend qualified candidates for administrative and supervisory positions consistent with position requirements and the needs of the district, and the Board shall ratify and approve appointments in accordance with law and Board policy.

The Superintendent or designee shall define and communicate the duties, responsibilities, and expectations for each administrative and supervisory position.

Each administrative and supervisory employee shall be responsible for completing assigned duties consistent with the applicable job description and shall be evaluated in accordance with law, Board policies, and administrative regulations, as appropriate.

The Board may, by resolution and in accordance with applicable law, designate positions as senior management of the classified service, and may, by resolution, establish or abolish any such positions. An employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which the employee would otherwise be entitled if the employee had not been in a senior management position. (Education Code 45104.5)

The Superintendent or designee may provide professional development opportunities to administrative and supervisory employees for the purpose of continual improvement of knowledge and skills related to the employee's position.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35031	<a href="#">Term of employment</a>
Ed. Code 45100.5	<a href="#">Senior classified management positions</a>
Ed. Code 45104.5	<a href="#">Abolishment of senior classified management positions</a>
Ed. Code 45108.5	<a href="#">Definition of senior classified management employees</a>
Ed. Code 45108.7	<a href="#">Waiver of provisions of Education Code 45108.5</a>
Ed. Code 45128	<a href="#">Overtime</a>
Ed. Code 45130	<a href="#">Exclusion from overtime provisions</a>
Ed. Code 45256.5	<a href="#">Designation of certain senior classified management positions</a>
Gov. Code 3540	<a href="#">Purpose</a>
Gov. Code 3540.1	<a href="#">Public employment; definitions</a>
Gov. Code 3543.4	<a href="#">Management and confidential positions; representation</a>
Gov. Code 3545	<a href="#">Appropriateness of unit; basis</a>

**Policy 4300: Administrative And Supervisory Personnel**

**Status:** ADOPTED

**Original Adopted Date:** 04/12/2017 | **Last Reviewed Date:** 04/12/2017

The Board of Education recognizes that effective management is vital to the success of district students and programs. Management personnel are expected to demonstrate initiative and good judgment in the development, implementation, and oversight of district programs. Supervisors shall promote the productivity, professional growth, and teamwork of district staff.

The Board shall adopt policies related to administrative and supervisory personnel insofar as they are needed to comply with law and describe terms of employment within the district.

The Board may, by resolution, establish or abolish any or all positions of the senior management of the classified service. Any employee occupying a senior management position abolished by Board action shall become a member of the classified or certificated service in a position to which he/she would otherwise be entitled if he/she had not been in a senior management position. (Education Code 45104.5)

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<b>Management Resources</b>	<b>Description</b>
Court Decision	Gately v. Cloverdale Unified School District (2008) 156 Cal.App.4th 487
Court Decision	National Education Association v. United States Department of Education (2025) 779 F.Supp.3d 149
Court Decision	<a href="#">Auer v. Robbins (1997) 117 S.Ct. 905</a>
Website	<a href="#">U.S. Office of the Attorney General</a>
Website	<a href="#">Diversity in Leadership Institute</a>
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Department of Education</a>

<b>Cross References</b>	<b>Description</b>
2000	<a href="#">Concepts And Roles</a>
2120	<a href="#">Superintendent Recruitment And Selection</a>
4000	<a href="#">Concepts And Roles</a>
4111	<a href="#">Recruitment And Selection</a>
4119.11	<a href="#">Sexual Harassment</a>
4119.11	<a href="#">Sexual Harassment</a>
4140	<a href="#">Bargaining Units</a>
4154	<a href="#">Health And Welfare Benefits</a>
4154	<a href="#">Health And Welfare Benefits</a>
4161	<a href="#">Leaves</a>
4161	<a href="#">Leaves</a>
4211	<a href="#">Recruitment And Selection</a>
4219.11	<a href="#">Sexual Harassment</a>
4219.11	<a href="#">Sexual Harassment</a>
4240	<a href="#">Bargaining Units</a>
4254	<a href="#">Health And Welfare Benefits</a>
4254	<a href="#">Health And Welfare Benefits</a>
4261	<a href="#">Leaves</a>
4261	<a href="#">Leaves</a>
4301	<a href="#">Administrative Staff Organization</a>
4311	<a href="#">Recruitment And Selection</a>
4312.1	<a href="#">Contracts</a>
4313.2	<a href="#">Demotion/Reassignment</a>
4313.2	<a href="#">Demotion/Reassignment</a>
4314	<a href="#">Transfers</a>
4314	<a href="#">Transfers</a>
4315	<a href="#">Evaluation/Supervision</a>
4319.11	<a href="#">Sexual Harassment</a>
4319.11	<a href="#">Sexual Harassment</a>
4340	<a href="#">Bargaining Units</a>
4354	<a href="#">Health And Welfare Benefits</a>



<b>Cross References</b>	<b>Description</b>
4354	<a href="#">Health And Welfare Benefits</a>
4361	<a href="#">Leaves</a>
4361	<a href="#">Leaves</a>

