

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: ADMINISTRATIVE EMPLOYEES

Title: ADMINISTRATIVE TEAM

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

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**327. ADMINISTRATIVE TEAM**

- .1 The Board recognizes the importance of maintaining an effective Administrative Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.
- .2 While the Administrative Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.
- .3 For the purposes of this policy, the terms herein shall have the following definitions:
  - .31 Administrative Team Concept – is a means whereby educational policies and administrative procedures that define the district’s programs and operations are arrived at through shared responsibility and authority.
  - .32 Administrative Team – is composed of the Superintendent and administrative, supervisory and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition
    - .321 recommend employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation or discipline of employees
    - .322 direct and supervise other employees
    - .323 evaluate employees.

- .4 The objectives of the district's Administrative Team are:
  - .41 to provide input into all policies which directly affect administrative employees in the administration of the school district by
    - .411 assisting in the development of the educational goals and objectives of the district
    - .412 applying all available knowledge to the improvement of district services
    - .413 providing input into the development of district and department financial plans and budgets
    - .414 providing input into the labor relations policies and practices of the district
    - .415 evaluating proposals made by other employees and making recommendations on the district's response
    - .416 providing open and frequent communication among members of the Team.
  - .42 to provide a means of addressing the economic and welfare concerns of administrative employees including:
    - .421 position description
    - .422 evaluation
    - .423 salaries and fringe benefits.
- .5 The Superintendent is charged with the responsibility for guiding and directing the purposeful operation of the Administrative Team.