

Human Resources

1 BP 7250 EDUCATIONAL ADMINISTRATORS

2 References:

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

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

10 Duties and Responsibilities

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

19 Appointments

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

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

28 Terms and Conditions of Employment

29 The President/Superintendent shall provide, subject to approval of the Board of Trustees,
30 regulations regarding management employees' rights, terms and conditions of
31 employment. Management employees' concerns on matters related to wages, hours of
32 employment and other terms and conditions of employment shall be communicated to the
33 Board of Trustees by the President/Superintendent or his/her designee.

34 A full-time management assignment is defined as a 40-hour workweek; however,

35 managers may be required and/or expected to render any additional time as may be
36 necessary to fulfill their management responsibilities and/or meet District needs.

37 **Reassignment**

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

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

55 **Compensation**

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

62 **Benefits**

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

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

68 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

Date Reviewed: May 15, 2019

(Replaces former Cerritos CCD Policies 7000.4, 7000.6, 7101.1, 7101.2, 7101.3, and 7103)