

CONCEPTS AND ROLES

The Tehama County Superintendent of Schools recognizes that Tehama County Department of Education administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to schools as well as the responsible management of noninstructional operations. The County Superintendent or designee may make decisions concerning Department operations within the parameters of law and Department policy.

The Superintendent shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the Department to fulfill its vision and goals. The County Superintendent will help shape the culture and environment of the Department in a manner that focuses operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in schools and programs.

*Legal Reference:*EDUCATION CODE

- 35020 Duties of employees fixed by governing board*
- 35026 Employment of district superintendent by certain district*
- 35028 Qualifications for employment*
- 35029 Waiver of credential requirements*
- 35031 Term of employment*
- 35033 District superintendent for certain districts*
- 35034 District superintendent of certain districts*
- 35035 Powers and duties of superintendent*
- 35160 Authority of governing boards*
- 35160.1 Broad authority of school districts*
- 35161 Powers and duties generally*

*Management Resources:*CSBA PUBLICATIONS

- Maximizing School Board Governance: Superintendent Selection and Employment, 2006*
- Maximizing School Board Governance: Superintendent Evaluation, 2005*
- Superintendent Governance Standards, 2001*
- CSBA Professional Governance Standards, 2000*

WEB SITES

- CSBA: <http://www.csba.org>*
- American Association of School Administrators: <http://www.aasa.org>*
- Association of California School Administrators: <http://www.acsa.org>*

ADMINISTRATIVE DISCRETION REGARDING POLICY

Through the adoption of written policies, the Tehama County Superintendent of Schools conveys his/her expectations for actions that will be taken in the Department, clarifies roles and responsibilities and communicates Department philosophy and direction. However issues may arise in the operation of the Department that are not addressed in policy or administrative regulation. When resolution of such issues necessitates immediate action, the County Superintendent or designee shall have the authority to act on behalf of the Department.

If the matter involves a policy decision where controversy is foreseeable, or a matter that has a significant impact on student learning or safety, the County Superintendent or designee shall schedule a review of the action at the next Cabinet meeting. If the action indicates the need for additions or revisions to policy or administrative regulations,, the County Superintendent or designee shall make the necessary changes.

Legal Reference:

EDUCATION CODE

- 35010 Control of district, prescription and enforcement of rules*
- 35035 Powers and duties of superintendent*
- 35160 Authority of governing boards*
- 35160.5 Annual review of school district policies*
- 35163 Official actions, minutes and journal*
- 42605 Tier 3 categorical flexibility*

Management Resources:

CSBA PUBLICATIONS

- Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009*
- Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009*

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

- Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009*

WEB SITES

- CSBA: <http://www.csba.org>*
- California Department of Education: <http://www.cde.ca.gov>*

REPRESENTATIVE AND DELIBERATIVE GROUPS

The Tehama County Superintendent of Schools believes that broad input on Tehama County Department of Education operations and policy from staff, parents/guardians, students and members of the public can provide the Department with a diversity of viewpoints and expertise, help build a sense of ownership of the schools, enhance Department efficiency and assist Department communications. The County Superintendent or designee may establish a management team, administrative councils, task forces, cabinets or committees in accordance with law.

The membership, composition and responsibilities of these groups shall be defined by the County Superintendent or designee. The County Superintendent or designee may establish, change or dissolve these groups at his/her discretion.

Groups established by the County Superintendent or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the County Superintendent or designee. Advisory groups shall submit their recommendations to the County Superintendent or designee.

Expenses incurred for consulting services, materials, travel or other related operations shall be approved by the County Superintendent or designee in advance.

Legal Reference:

EDUCATION CODE

35160.1 Broad authority of school districts

45100.5 Senior classified management positions

45256.5 Designation of certain senior classified management positions

GOVERNMENT CODE

3540.1 Definitions

54952 Legislative body, definition