

Policy Title:

*Administrative Team*

Code No. *310.1*

The administrative team recognizes the need for cooperation, understanding, and mutual support to operate an effective program of education.

#### Philosophy

The efficient management of a school system must be a team effort. Joint participation by administrators in the management of a school system can only result in a more effective educational program. The degree of cooperation and the quality of input by each member are directly related to the quality of the “product.”

#### Principles of Team Management

Team management shall be considered primarily as a procedure for achieving better management decisions.

The foundation for an effective team lies in the development of interpersonal communication skills, as well as skills in handling intragroup differences.

The superintendent of schools is recognized as the leader of the administrative team. Other team members include all building administrators and central office administrators.

In order to attain maximum efficiency and effectiveness, the administrative team must be guided by sound management principles:

1. Goals and purposes of the school district must be cooperatively determined and clearly understood by those responsible for carrying out the purposes and achieving the goals.
2. All team members should know their responsibilities and to whom they are responsible.
3. When a responsibility is delegated to a team member, that person should also be given the necessary authority to carry out the responsibilities. All team members should be held accountable for the efficient execution of the responsibilities delegated to them.
4. Each team member should make every effort to understand and respect the role of others, including the right to exercise judgment on matters for which they are responsible.

5. Organizational procedures should be developed that will ensure involvement and encourage close and cooperative relationships among team members. Team members should be allowed to function in a framework that will provide each individual with a feeling of security and that will promote feelings of mutual faith and trust.
6. Decisions to resolve issues or problems should be made as close to the source of the issues or problems as is feasible and is consistent with established district policies and procedures.
7. Team management involves varying degrees of participation and levels of decision-making, from consultation to absolute control over final decisions. Team members to be affected by decisions should be involved in the decision-making process.
8. Individual members of the administrative team should be responsible and accountable for supporting and/or implementing management decisions.
9. Human Resource policies and practices should provide for the recruitment and selection of competent team members and to provide for their professional development.
10. Maximum efficiency and effectiveness will result only if the functions, assignments, interests, and activities of the district are coordinated.

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