

## **Management**

### **STANDARDS OF PERSONNEL MANAGEMENT**

Supervisors shall observe the following standards in providing direction to employees under their supervision:

1. Supervisors shall endeavor to establish an atmosphere of cooperation and professional courtesy.
2. Supervisors shall direct employees under their supervision in keeping with Board policies, administrative procedures and other legal requirements.
3. Supervisors shall assist employees in solving problems that arise in the workplace in a timely and supportive manner. This shall include providing information to help the employee to communicate to a higher level an employee's complaint, grievance or suggestion to improve performance of assigned tasks.
4. Supervisors shall monitor employee performance to document training needs and share this information with the Superintendent/designee.

Supervisors shall receive appropriate training to equip them to meet the standards in this policy.

In addition, the Superintendent shall establish a process to monitor personnel management practices to include the opportunity for employees to communicate their concerns and recommendations about the working environment.

### **LEADERSHIP TEAM**

~~Employees serving in the following positions shall constitute the Leadership Team:~~

~~Superintendent~~

~~Assistant Superintendent for Pupil Personnel Services~~

~~Supervisor of Instruction~~

~~Principals~~

~~Assistant Principals~~

~~Director of Technology~~

### **RELATED POLICIES:**

03.113/03.212

03.132/03.232

03.16/03.26

03.162/03.262

03.19/03.29