

ARTICLE X

DUTIES, RESPONSIBILITIES AND HOURS

1.0 Responsibilities, Rights, and Duties. The development and operation of educational programs of the highest quality are responsibilities of the Superintendent and of all certificated administrators. Administrators shall be held responsible for implementing and administering the policies, rules and regulations of the District, for implementing collective bargaining agreements, and for exercising independent judgment in the performance of all duties assigned. The duties required from each administrator shall meet the test of reasonableness.

1.1 Management employees shall be represented and shall participate in the development of District wide policies and procedures related to instruction and curriculum, school operations including staff and community relations, personnel, business services, and in such other areas as related directly to their assigned duties and responsibilities. Such representation shall be determined as follows: the association representing the administrators shall select one-third (1/3) and the District shall select two-thirds (2/3) of the representatives. In addition, administrators may propose agenda items for inclusion in local District/Division meetings.

1.2 The District recognizes that the responsibilities of administrators do not lend themselves to a defined workday or work week of rigidly established length. Each administrator is expected to devote the time necessary to get the job done. The hours required will vary from day to day and week to week, however, the hours required of the administrator should be reasonable. Matters related to wages, hours of employment and other hours and conditions of employment, shall be subject to negotiations.

1.3 In recognition of the "professional workday" described above, when the schedule of the administrator involves extended work hours on a given day, flexible work hours on a subsequent day may be taken with the prior approval of the immediate supervisor. Upon request of the administrator, the immediate supervisor must provide the administrator with a time within which to schedule the flexible work hours. Such time shall fall within fifteen (15) working days of the date of the administrator's request. Any failure by the immediate supervisor to provide such a time within the 15 days shall be grievable by the administrator. Nothing herein shall prevent the administrator and the immediate supervisor from scheduling flexible work hours at any time by mutual agreement. In scheduling the flexible work hours, the administrator and the immediate supervisor shall take the following into consideration:

- a. The absence of the administrator will not have a negative impact on the operation of the work site;
- b. The District/Division/Unit has been notified of the administrator's flexible hours for the day;

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- c. An administrative designee has been assigned to handle matters in the administrator's absence;
- d. The District/Division/Unit has been informed of the identity of the administrative designee;
- e. The administrative designee has been directed by the administrator to contact the administrator and/or District/Division/Unit in cases of emergency; and
- f. The absence may not exceed one-half of the administrator's work day except by mutual agreement.

If administrators are required to work on a holiday, such as Admission Day, compensatory time off on an hour-for-hour basis shall be granted within a reasonable period of time.

1.4 The specific duties applicable to each class of certificated administrators shall be determined in accordance with Section 35020 of the Education Code. A class description setting forth the duties assigned to each class shall be published by the Human Resources Division. The duties of the classes shall be reviewed at intervals of not more than four years. The Superintendent shall determine the extent of such review and the Human Resources Division, in conducting each review, shall include participation by employees in the class being reviewed.

2.0 Certification of Employees: Each certificated employee, except employees hired pursuant to Education Code Section 35029 and 35041, must have the credential(s) or permit(s) in force and on file in the Office of the County Superintendent of Schools which authorizes the specific service to be performed and prescribed.

All certificated employees are required to have on file with the County Superintendent of Schools prior to January 1st each year all valid credentials which they hold and renewals of such credentials which are not on file at that office. Credentials not on file at that time cannot be used in connection with reassignment of employees because of reduction in force for the following school year.

3.0 Assignment Authorization for New Certificated Employees: Administrators, except for the Child Development Division, shall not accept any new certificated employee, including a substitute, without authorization of the Human Resources Division.

Assignment to Early Education Centers must be authorized by the Division of Early Education.