

EDUCATION DEPARTMENT (281)

Notice of Intended Action

Pursuant to the authority of Iowa Code section 256.7(5), the State Board of Education hereby proposes to establish Chapter 82, "Standards for School Administration Manager Programs," Iowa Administrative Code.

This Notice proposes to establish rules which provide guidelines and standards for School Administration Manager Programs in the state of Iowa. This amendment would provide details for establishment of programs and the authorization of individuals who have received such training. In addition, it provides clarity to the reauthorization of programs and re-licensure of individuals performing such duties.

An agency-wide waiver provision is provided in 281---Chapter 4.

Interested individuals may make written comments on the proposed rules on or before May 7, 2013, at 4:30 p.m. Comments on the proposed rules should be directed to Mike Cormack, Iowa Department of Education, Second Floor, Grimes State Office Building, Des Moines, Iowa 50319-0146; telephone (515)281-3399; e-mail mike.cormack@iowa.gov; or fax (515)242-5988.

A public hearing will be held on May 7, 2013, from 11 a.m. to noon at the State Board Room, Second Floor, Grimes State Office Building, East 14th Street and Grand Avenue, Des Moines, Iowa, at which time persons may present their views in person or in writing. Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Department of Education of their specific needs by calling (515)281-5295.

After analysis and review of this rule making, there is no job impact to this proposed rule.

This proposed rule shall become effective on July 31, 2013.

The rule is intended to implement Iowa Code section 256.7, subsection 30(b), Iowa Code section 272.1 new subsection (11A), and Iowa Code section 272.31 subsection (3).

The following rule is proposed.

Item 1. Establish rule **281--82.1 (272)** as follows:

281--82.1 (272) Definitions

“SAM” means School Administration Manager

“School Administration Manager” means a process or person who is authorized to assist a school principal in performing non-instructional administrative type duties.

“Model 1 SAM” means a person who is hired to be a full time SAM and who is authorized to assume the responsibilities of a SAM.

“Model 2 SAM” means a person whose position in the school is reconfigured to include the responsibilities of being a SAM and is authorized as a SAM.

“Model 3 SAM” means a person who is a secretary/administrative assistant and is also authorized as a SAM.

“Department” means the department of education.

“Director” means the director of the department of education.

“Organization” means a professional organization offering an approved training program and support for SAMS.

“School Administration Manager Program” means the programs of SAM training and preparation that lead to authorization to practice as a school administration manager.

“State Board” means the Iowa state board of education.

“Trainer” means those with responsibility for providing approved training for school administration managers.

“Coach” means those that provide regularly scheduled coaching visits to the SAM principal teams.

“National SAM Innovation Project” means the national NSIP Board and governance of school administration managers.

Item 2. Establish rule **281--82.2 (272)** as follows:

281--82.2 (272) Organizations eligible to provide a school administration manager training program. Approved professional organizations engaged in the preparation and training of school administration managers shall meet the standards contained in this chapter in order to obtain and maintain state board approval of their training program for SAMS. Any organization that seeks state board approval of its training program for school administration managers shall file evidence of the extent to which their training and support meets the standards contained in this chapter. Such evidence shall be demonstrated by means of a written self-evaluation report and an evaluation conducted by the department. The evaluation shall be prepared using a template developed by the department. Only approved programs may recommend candidates for school administration manager authorization. The department is encouraged to seek maximum flexibility in systems allowed to meet the goals of this

program. The Department has the ability to designate existing SAM training programs as eligible to immediately engage in this work, subject to recertification in five years.

Item 3. Establish rule **281--82.3 (272)** as follows:

281--82.3 (272) Approval of Training Programs. Approval by the state board of an organization's training program shall be based on the recommendation of the director after study of the evidence about the program in terms of the standards contained in this chapter. The department is encouraged to seek maximum flexibility in the design of systems allowed to meet the goals of this program.

82.3 (1) Approval, if granted, shall be for a term of seven years; however, approval for a lesser term may be granted by the state board if it determines conditions so warrant.

82.3(2) If approval is not granted, the applicant organization will be advised concerning the areas in which improvement or changes appear to be essential for approval. In this case, the organization shall be given the opportunity to present factual information concerning its programs at a regularly scheduled meeting of the state board, no later than three months following the board's decision.

82.3(3) Programs may be granted conditional approval upon review of appropriate documentation. In such an instance, the program shall receive a full review after one year, or in the case of a new program, at the point at which candidates demonstrate mastery of standards for authorization.

82.3(4) The standards herein apply regardless of delivery mode of the training.

82.3(5) All existing programs prior to the enactment of these administrative rules shall be deemed sufficient and to meet the standards of this program without having to

submit an application for review. This does not preclude the Department and State Board of Education from further review of any existing program or the ability of the Board to terminate programs that do not meet program standards. Absent further review by the Department or Board, these pre-existing programs will need to be renewed five years after enactment of these rules, with the same seven year program renewal process after that review.

Item 4. Establish rule **281--82.4 (272)** as follows:

281--82.4 (272) Governance and Resources Standard. An organization's governance structure and resources shall adequately support the training of school administration managers to meet professional, state, and organizational standards in accordance with the following provision.

82.4(1) A clearly understood governance structure provides training and support for school administration managers.

82.4 (2) An organization's commitment to the program includes financial resources, facilities, appropriate educational materials, media services, and equipment to ensure the fulfillment of the institution's and program's mission and the delivery and support of quality programs.

82.4(3) The organization provides sufficient trainers, coaches, and administrative, clerical, and technical staff to plan and deliver a quality school administration manager program.

82.4(4) Resources are available to support professional development opportunities for trainers of school administration managers.

82.5(5) Resources are available to support technological and instructional needs to enhance trainer and authorized SAM learning.

Item 5. Establish rule **281--82.5 (272)** as follows:

281--82.5 (272) Trainer and Coach Standard. Trainer and coach qualifications and performance shall facilitate the professional development of school administration managers in accordance with the following provisions.

82.5(1) Trainers are adequately prepared for assigned responsibilities and have had experiences relative to the content they are teaching and in situations similar to those for which the school administration managers are being prepared. Trainers and coaches have experience and adequate preparation in effective methods for any mode of program delivery in which the trainers are assigned responsibilities.

82.5(2) Trainers and coaches model best practices in instruction, including the assessment of the trainers' own effectiveness as it relates to SAM performance

82.5(3) Trainers and coaches are engaged in professional development that relates to school administration managers

82.5(4) Trainers and coaches collaborate regularly and in significant ways with colleagues in the institution, schools, the department, and the National SAM Innovation Project.

Item 6. Establish rule **281--82.6 (272)** as follows:

281--82.6 (272) Assessment System and Institution Evaluation Standard.

The organization's assessment system shall monitor individual candidate performance and use the performance data in concert with other information to evaluate and improve the institution and its programs. The actual annual evaluation of each SAM shall be

performed by the building administrator or their designee and the evaluation shall be conducted in accordance with the standards set forth.

82.6 (1) Program assessment system

- a. The SAM program utilizes a clearly defined software system for the collection, analysis, and use of data
- b. The organization clearly documents SAMs attainment of the program standards.
- c. The organization documents the quality of programs through the collective presentation of data related to performance of school administration managers.

(1) Data collected throughout the program, including data from all models of SAMS.

(2) Evidence of data collected by the institution through follow-up surveys of schools implementing the SAM program.

82.6(2) Annual reports. The organization annually reports to the department such data as are required by the state as determined by the department.

82.6(3) Survey of SAM principal teams. The department periodically conducts a survey of schools, or facilities that employ authorized SAMS to ensure that their needs are adequately met by the programs and the approval process herein.

Item 7. Establish rule **281--82.7 (272)** as follows:

281--82.7 (272) School Administration Manager Official Knowledge and Skills Standard and Criteria. School administration managers shall demonstrate the

content knowledge and professional knowledge and skills in accordance with the following standards and supporting criteria.

82.7(1) Standard 1. Each school administration manager shall demonstrate an understanding of the instructional and management codes and how to best support their administrator in instructional leadership. If a school administration manager is also employed as a secretary or administrative assistant, the school administration manager's job responsibilities shall be modified as established by the school district (Model 3). The school administration manager:

- a. shall code specific times and events as primarily instruction or primarily management
- b. shall use a collaborative process of reflective decision making to determine the most appropriate code for specific events within the calendar
- c. shall assist in protecting the administrator's instructional time by handling or delegating on a first responder basis the majority of management issues
- d. Shall meet a minimum of three times per week with the administrator to pre-calendar and reconcile the administrator's calendar
- e. Shall regularly and consistently update the administrator on daily decisions, issues, concerns

82.7(2) Standard 2. School administration managers shall attend an approved training program at the onset of their hire as a school administration manager. The training for SAMS and principals shall include the following:

- a. Background information on SAMS
- b. Understanding of the instructional and management descriptors

- c. Introduction and practice using approved time tracking software
- d. First responders and delegation responsibilities
- e. Job responsibilities and variations
- f. Daily meeting protocols
- g. Training of office staff on communication with others
- h. Using reflective questions
- i. Understanding of conflict resolution skills
- j. Action planning for building implementation and timelines
- k. SAM/principal rubric process

82.7(3) Standard 3. Each school administration manager shall demonstrate competence in technology appropriate to the school administration position. The school administration manager:

- a. will become proficient in the use of the approved time tracking software tool
- b. will schedule the principal's time using the approved software, daily update and reconcile the calendar, and attempt to pre-calendar the administrator at or above their goal
- c. will regularly schedule, review, and reflect with the principal on the graphs and data provided through the software.

82.7(4) Standard 4. Each school administration manager shall demonstrate appropriate personal skills. The school administration manager:

- a. is an effective communicator with all stakeholders, including but not limited to colleagues, community members, parents, and students

- b. works effectively with employees, students, and stakeholders
- c. maintains confidentiality when dealing with student, parent, and staff issues
- d. clearly understands administrator's philosophy of behavior expectations and consequences.
- e. Maintains an environment of mutual respect, rapport, and fairness
- f. Participates in and contributes to a school culture that focuses on change in teacher practices and improved student learning by supporting the principal in their instructional leadership role.

82.7(5) Standard 5. Each school administration manager shall fulfill professional responsibilities as established by their school district. The school administration manager:

- a. addresses current and potential issues in a timely manner
- b. manages facility resources responsibly, efficiently, and effectively
- c. Protects instructional time by designing and managing operational procedures to maximize building efficiencies
- d. Communicates effectively with both internal and external audiences

82.7(6) Standard 6. Each school administration manager shall engage in professional growth that continuously improves his/her skills of professional inquiry and learning. The school administration manager:

- a. Works collaboratively with their administrator to improve professional practice.

- b. Applies research, knowledge, and skills acquired from formal and/or informal professional development opportunities to improve his/her skills as a school administration manager
- c. Participates in the decision-making process with his/her administrator, staff, and community.

Item 8. Establish rule **281--82.8 (272)** as follows:

281--82.8 (272) Periodic Reports. Upon request by the department, programs shall make periodic reports which shall include, but not be limited to, basic information necessary to maintain up-to-date data of the school administration manager program and to carry out research studies relating to school administration managers.

Item 9. Establish rule **281--82.9 (272)** as follows:

281--82.9 (272) Re-evaluation of School Administration Manager Programs.

Every seven years or if deemed necessary by the director, an organization shall file a written self-evaluation of its school administration manager program. Any action for continued approval or denial of approval shall be approved by the state board.

Item 10. Establish rule **281--82.10 (272)** as follows:

281--82.10 (272) Approval of Program Changes and Flexibility of Programs.

Upon application by an organization, the director is authorized to approve minor additions to or changes within the organization's approved school administration manager program. When an organization proposes a revision that exceeds the primary scope of its programs, the revision shall become operative only after approval by the state board. Districts may have a variety of programs and job descriptions that meet the requirements of a legal school administration management system but must receive

permission to make changes to those programs in the manner prescribed. The department is encouraged to seek maximum flexibility in systems allowed to meet the goals of this program. Essential components of any approved SAM program shall include readiness, data collection of principal time, ongoing training of the program administrator, use of time tracking software and ongoing coaching for participants in the program.

Item 11. Establish rule **281--82.11 (272)** as follows:

281--82.11 (272) Authorization. The SAM authorization will be required for all pursuing authorization as a SAM after the initial enactment date of the rules and initial licensure will be valid for three years. After the initial license has expired, all renewal will be on a five year cycle with appropriate training requirements. All who are engaged in the existing program shall be deemed to be of appropriate licensure with their first renewal period of overall licensure being after five years have passed beyond the initial effective date of the rules. In addition, as of enactment of these rules, each school administration manager shall meet all requirements established by the board of educational examiners for an authorization for which they are applying. There is a one year grace period at the establishment of these rules to allow for implementation of them through the licensure process.

82.11(1) Authorization renewal will involve attendance at the annual state SAM conference, other authorized training or online training course approved by the department at the time of renewal.

82.11(2) The Department of Education shall have the ability to set and collect a fee sufficient to cover the costs of the program, pending approval by the State Board of

Education. All fees collected can only be used by the Department for the purposes of this program and must be kept separately from other funds held.

This set of rules shall become effective on July 31, 2013.