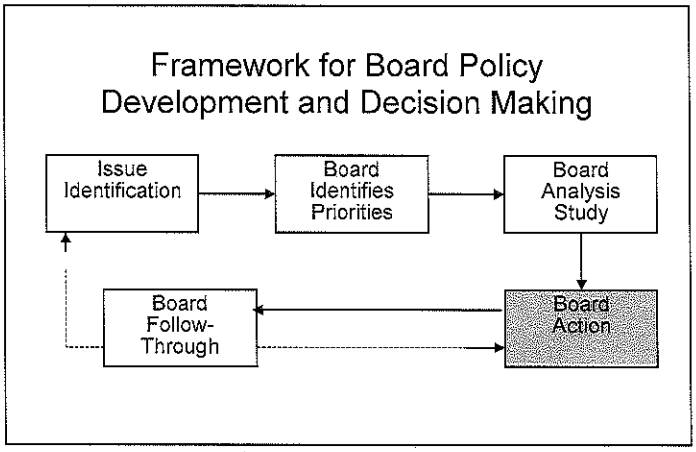
Iowa State Board of Education

Executive Summary

June 5, 2013



Agenda Item: Rules: Chapter 82 – Standards for School Administration Manager Programs (Adopt)

Iowa Goal: All PK-12 students will achieve at a high level.

State Board Role/ Authority: Iowa Code section 256.7(5) gives the State Board of Education the statutory authority to adopt rules under chapter 17A.

Presenters: Mike Cormack, Policy Liaison
Office of the Director

Byron Darnall, Chief
Bureau of Educator Quality

Attachments: 1

Recommendation: It is recommended that the State Board adopt a new Chapter 82.

Background: Much as the administrative rules process did with school business officials, rules are presented here to provide standardized training requirements for School Administration Managers. This would bring uniformity in what is required for training and certification for this new category of assistants to the local school leadership team. Upon adoption of these rules, those seeking endorsement in this area of administration would have clarity in what is expected to achieve such status. That is the purpose of these rules and why they are proposed today.

There were no comments in the public hearing of these rules, either oral or written.

EDUCATION DEPARTMENT [281]

Adopted and Filed

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

This new chapter establishes rules which provide guidelines and standards for school administration manager programs in the state of Iowa. These rules provide detail for the establishment of programs and the authorization of individuals who have received school administration manager training. In addition, the rules provide clarity to the reauthorization of school administration manager programs.

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

Notice of Intended Action was published in the April 17, 2013, Iowa Administrative Bulletin as ARC #0694C. Public comments were allowed until 4:30 p.m. on May 7, 2013. A public hearing was held on that date; no person attended. No written comments were received on this proposed rule.

No changes have been made to these rules from the notice stage of this process. The Department intends that these proposed rules will become effective on July 31, 2013.

After analysis and review of this rule making, no jobs impact has been found.

These rules are intended to implement Iowa Code sections 256.7(30)"b," 272.1(12), and 272.31(3).

These rules shall become effective on July 31, 2013.

The following amendments are adopted.

Adopt the following **new** 281—Chapter 82 as follows:

CHAPTER 82

STANDARDS FOR SCHOOL ADMINISTRATION MANAGER PROGRAMS

281—82.1(272) Definitions.

"Coach" means a person who provides regularly scheduled coaching visits to SAM/administrator teams.

"Department" means the department of education.

"Director" means the director of the department of education.

"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 who is authorized as a SAM.

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

"National SAM Innovation Project" means the National SAM Innovation Project board and its governance of school administration managers.

"Organization" means a professional organization offering an approved training program and support for SAMs.

"SAM" means school administration manager.

"School administration manager" means a person or persons who are authorized to assist a school administrator in performing noninstructional administrative duties.

"School administration manager program" means a program of SAM training and preparation that leads to authorization to practice as a school administration manager.

"State board" means the Iowa state board of education.

"Trainer" means a person with responsibility for providing approved training for school administration managers.

281—82.2(272) Organizations eligible to provide a school administration manager training program. Approved professional organizations engaged in the preparation and training of SAMs shall meet the standards contained in this chapter in order to obtain and maintain state board approval of the organizations' training programs for SAMs. Any organization that seeks state board approval of its training program for SAMs shall file evidence of the extent to which its training and

support meet 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 SAM authorization.

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 will seek maximum flexibility in the design of systems allowed to meet the goals of this program. The department has the ability to designate existing school administration manager training programs as eligible to immediately engage in this work, subject to recertification in five years.

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 program 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 programs in existence prior to [the effective date of these rules] shall be deemed sufficient and to meet program standards without having to submit an application for review. This provision does not preclude the department and state board from further review of any existing program or preclude the state board from terminating programs that do not meet program standards. Absent further review by the department or state board, these preexisting programs will need to be

renewed five years after [the effective date of these rules], with the same seven-year program renewal process after that review.

281—82.4(272) Governance and resources standard. An organization's governance structure and resources shall adequately support the training of SAMs to meet professional, state, and organizational standards in accordance with the following provisions.

82.4(1) A clearly understood governance structure provides training and support for SAMs.

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 organization's and program's missions and the delivery and support of a quality program.

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 SAMs.

82.4(5) Resources are available to support technological and instructional needs to enhance trainer and authorized SAM learning.

281—82.5(272) Trainer and coach standard. Trainer and coach qualifications and performance shall facilitate the professional development of SAMs in accordance with the following provisions.

82.5(1) Trainers and coaches 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 SAMs are being prepared. Trainers and coaches have experience and adequate preparation in effective methods for any mode of program delivery in which the trainers and coaches are assigned responsibilities.

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

82.5(3) Trainers and coaches are engaged in professional development that relates to SAMs.

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

281—82.6(272) Assessment system and organization evaluation standard. An organization's assessment system shall monitor individual candidate performance and use the performance data in concert with other information to evaluate and improve the organization and its program. The actual annual evaluation of each SAM shall be performed by the administrator or the administrator's designee, and the evaluation shall be conducted in accordance with the standards set forth in rule 281—82.7(272).

82.6(1) *Program assessment system.*

a. The school administration manager 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 its program through the collective presentation of data related to the performance of SAMs. Documentation shall include the following:

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

(2) Evidence of data collected by the organization through follow-up surveys of schools that have a SAM.

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

82.6(3) *Survey of SAM/administrator teams.* The department periodically conducts a survey of schools or facilities that employ authorized SAMs to ensure that the schools' and facilities' needs are adequately met by the programs and the approval process herein.

281—82.7(272) School administration manager knowledge and skills standards and criteria. SAMs 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 SAM shall demonstrate an understanding of the instructional and management codes and how to best support the SAM's administrator in instructional leadership. If a SAM is also employed as a secretary or administrative assistant (Model 3 SAM), the SAM's job responsibilities shall be modified as established by the school district. The SAM shall:

a. Code specific times and events as primarily instruction or primarily management.

b. Use a collaborative process of reflective decision making to determine the most appropriate code for specific events within the calendar.

c. Assist in protecting the administrator's instructional time by handling or delegating on a first-responder basis the majority of management issues.

d. Meet a minimum of three times per week with the administrator to pre-calendar and reconcile the administrator's calendar.

e. Regularly and consistently update the administrator on daily decisions, issues, and concerns.

82.7(2) *Standard 2.* SAMs shall attend an approved training program at the onset of their hire as SAMs. The training for SAMs and administrators 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. Use of reflective questions.

i. Understanding of conflict resolution skills.

j. Action planning for building implementation and timelines.

k. SAM/administrator rubric process.

82.7(3) *Standard 3.* Each SAM shall demonstrate competence in technology appropriate to the SAM's position. The SAM will:

a. Become proficient in the use of the approved time-tracking software tool.

b. Schedule the administrator's time using the approved software, update and reconcile the calendar daily, and attempt to pre-calendar the administrator at or above the administrator's goal.

c. Regularly schedule time with the administrator to review and reflect on the graphs and data provided through the software.

82.7(4) *Standard 4.* Each SAM shall demonstrate appropriate personal skills. The SAM:

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 other stakeholders.

c. Maintains confidentiality when dealing with student, parent, and staff issues.

d. Clearly understands the 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 administrator in the administrator's instructional leadership role.

82.7(5) *Standard 5.* Each SAM shall fulfill professional responsibilities as established by the SAM's school district. The SAM:

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 SAM shall engage in professional growth that continuously improves the SAM's skills of professional inquiry and learning. The SAM:

a. Works collaboratively with the SAM's administrator to improve professional practice.

b. Applies research, knowledge, and skills acquired from formal and informal professional development opportunities to improve the SAM's skills as a SAM.

c. Participates in the decision-making process with the SAM's administrator, staff, and community.

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 SAMs.

281—82.9(272) Reevaluation of school administration manager programs. Every seven years or sooner 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.

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 the organization's program, 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 will seek maximum flexibility in systems allowed to meet the goals of this program. Essential components of any approved school administration manager program shall include readiness, data collection of administrator time, ongoing training of the program administrator, use of time-tracking software and ongoing coaching for participants in the program.

281—82.11(272) Fees. The department shall have the ability to set and collect a fee sufficient to cover the costs of the program, pending approval by the state board. All fees collected pursuant to this rule shall only be used by the department for the purposes of this program and must be kept separately from other funds held.

These rules are intended to implement Iowa Code sections 256.7(30)*"b,"* 272.1(12), and 272.31(3).