

282—22.7(256) School administration manager authorization.

22.7(1) *Application for authorization.* The following persons will obtain an authorization:

- a. A Model 1 school administration manager (SAM): a person who is hired to be a full-time SAM and who is authorized to assume the responsibilities of a SAM;
- b. A Model 2 SAM: a person whose position in the school is reconfigured to include the responsibilities of being a SAM and is authorized as a SAM; and
- c. A Model 3 SAM: a person who is a secretary/administrative assistant and is also authorized as a SAM.

22.7(2) *Responsibilities.* A SAM authorization allows an individual to assist a school administrator in performing noninstructional, administrative-type duties.

22.7(3) *Requirements for an initial SAM authorization.* Applicants will hold a high school degree or general equivalency diploma. The application will also include verification of employment from a school administrator.

22.7(4) *Requirements for a standard SAM authorization.* The initial SAM authorization will be converted to the standard SAM authorization, provided the following requirements are met:

a. *Training.* A SAM will attend an approved training program at the onset of the individual's hire as a SAM. The training for SAMs is set forth in 281—subrule 82.7(2).

b. *Experience.* An applicant will complete one year of experience as a SAM in an Iowa school. The supervising administrator will verify this experience and the applicant's completion of the required competencies.

c. *Competencies.* Applicants will demonstrate completion of or competency in the following:

(1) Each SAM will demonstrate competence in technology appropriate to the SAM position. The SAM will:

1. Become proficient in the use of the approved time-tracking software tool;
2. 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; and
3. Regularly schedule, review, and reflect with the administrator on the graphs and data provided through the software.

(2) Each SAM will demonstrate appropriate personal skills. The SAM:

1. Is an effective communicator with all stakeholders, including but not limited to colleagues, community members, parents, and students;
2. Works effectively with employees, students, and stakeholders;
3. Maintains confidentiality when dealing with student, parent, and staff issues;
4. Clearly understands the administrator's philosophy of behavior expectations and consequences; and
5. Maintains an environment of mutual respect, rapport, and fairness.

22.7(5) *Validity.* The initial SAM authorization is valid for three years. The standard SAM authorization is valid for five years.

[ARC 8820C, IAB 1/22/25, effective 2/26/25]