

**281—82.7(272) School administration manager knowledge and skills standards and criteria.** SAMs will 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 will 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, the SAM's job responsibilities will be modified as established by the school district.

**82.7(2) Standard 2.** Each SAM will attend an approved training program at the onset of the SAM's hire. The training for the SAM and administrator will 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 will demonstrate competence in technology appropriate to the SAM's position.

**82.7(4) Standard 4.** Each SAM will 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 will fulfill professional responsibilities as established by the SAM's school district.

**82.7(6) Standard 6.** Each SAM will engage in professional growth that continuously improves the SAM's skills of professional inquiry and learning.

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