

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.

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