

**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.

[ARC 0813C, IAB 6/26/13, effective 7/31/13]