

**Hancock Central School District
Middle Manager Job Restructuring**

Instructional and Middle Manager Job Restructuring Evaluation Process

Introduction

The attrition (voluntary/involuntary) of instructional or middle managers from the school district organization will trigger a mandatory job restructuring evaluation process to be completed by the superintendent of schools and the departing manager (instructional or middle manager attrition in Deposit will trigger a similar internal review process in Hancock for a parallel supervisory position in order to evaluate the efficacy of shared supervision between the two school districts). The president of the board of education will facilitate the evaluation process in the event that the superintendent of schools is the departing middle manager. Positions subject to review by this process include the following: superintendent of schools, business manager or equivalent, director of pupil personnel or equivalent, pre-k–12 principal or equivalent, superintendent of buildings and grounds or equivalent, head bus driver or equivalent, food service manager or equivalent, director of technology or equivalent, and athletic coordinator or equivalent.

Guiding Principles for the Middle Manager Job Restructuring Evaluation Process

1. Promote transparency.
2. Promote organizational efficiency.
3. Promote responsible and proactive planning.
4. Promote collaboration.
5. Encourage stakeholder participation.
6. Promote alignment with board of education procedures and policies.

Process Considerations for the Middle Manager Job Restructuring Evaluation Process

The evaluation process will begin immediately upon official notification of attrition (board of education resolution) by the departing middle manager. The *Job Restructuring Process Flow Analysis Chart* will guide the evaluation process. An affirmative response (yes) to all guiding questions in Phase I and II of the *Instructional and Middle Manager Job Restructuring Evaluation Process* must be achieved for the process to continue through to Phase III of the process. A negative response to any of the guiding questions in Phase I and Phase II of the *Instructional and Middle Manager Job Restructuring Evaluation Process* will result in the position being retained by the school district.

The evaluation process for each middle manager vacancy *must be* completed no later than 30 days after the dated, board-approved resignation resolution. An affirmative result (yes) to all of the guiding questions pertaining to the *Instructional and Middle Manager Job Restructuring Evaluation Process* for the Deposit and Hancock Central School Districts will result in the creation of a shared supervisory position. Details pertaining to the development and implementation of the newly created shared position, i.e., communications, training, compensation/benefits, supervision, allocation, etc..., will be mutually discussed and agreed upon by the superintendents and boards of education of the Deposit and Hancock Central School Districts.

**Hancock Central School District
Middle Manager Job Restructuring Evaluation Process
Flow Analysis**

Phase I: Internal Review (To occur in both school districts simultaneously)

Is Job Restructuring Viable Based On:

Y/N: All responses must be "yes" for the process to continue. Please attach supporting information.

_____ Job description review?
_____ Demographic considerations?
_____ Financial considerations?
_____ Efficiency considerations?
_____ Supervisory considerations?
_____ Review of district mission / vision statement?
_____ Superintendent recommendation?

**Meet and confer exit/reorganization interview with the vacating/remaining instructional/middle managers.*

Phase II: Board of Education Review (To occur in both school districts simultaneously)

Is Job Restructuring Viable Based On:

Y/N: All responses must be "yes" for the process to continue. Please attach supporting information.

_____ Superintendent recommendation?
_____ Board recommendation?

Phase III: Joint District Implementation Process Considerations:

- I. Communications
- II. Training
- III. Compensation/Benefits
- IV. Supervision
- V. Allocation

Superintendent

Date

Board of Education President

Date