

## **MAHANA SCHOOL PROCEDURE**

# **ALLOCATION, APPOINTMENT, UTILISATION OF MANAGEMENT UNITS**

Mahana School is allocated two management units. The following procedures cover how these units are to be allocated, the term of the appointment, and the duties expected of the teachers taking up the unit.

### **Purposes:**

- To provide leadership opportunities for our staff.
- To ensure that leadership tasks undertaken are rewarded appropriately.
- To assist in the management of the school by enabling delegation of some management responsibilities.

### **Guidelines:**

- Staff will be informed of the opportunity to take any unit opportunities that are available.
- There will be no compulsion on any teaching staff to take up a unit.
- The duty expectations will be clearly prescribed so that staff can make informed decisions.
- Where more than one staff member wishes to apply for a Unit, the BOT's appointment processes will be implemented. The principal has responsibility for informing the BOT of this development.
- The principal will advise the BOT on the manner in which the unit can best be utilised to contribute effectively to the management of the school.
- A teacher can resign the Unit without jeopardy to his / her teaching position in the school. Reversion to the resignee's appropriate salary scale will take place as laid down in the current CEC.
- As per options in the CEC, where the school is entitled to one Unit, the Unit holder will also be designated the school's Deputy Principal. [Ref. 5.12.5]. Should the Unit entitlement change because of roll shrinkage or MOE staffing changes, the teacher will revert to his / her previously held teacher position.
- The principal is responsible for notifying the current payroll provider of the change in the teacher's status for salary purposes.
- The unit does not carry any classroom release component as of right, but for specific, agreed, additional tasks, time may be negotiated with the principal and charged against his / her management allocation, or, banked staffing could be employed.

- The tasks listed and agreed to in the appointment process must be completed once salary adjustments have been made and received before a resignation can be accepted. These tasks and expected completion dates will be clearly expounded in writing in the performance agreement and associated documents.

Drafted: 23/03/00  
Adopted: xx/06/00  
Reviewed: xx/02/03  
Reviewed: 16/06/06  
Reviewed: 20/03/13