



# BOARD POLICY

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

No. 7250

### EDUCATIONAL ADMINISTRATORS

An Educational Administrator is a person employed by the Board in a supervisors or management position as defined in Government Code Sections 3540 et seq. As a condition of employment with the Mendocino-Lake Community College District, Educational Administrators are required to meet state-mandated minimum qualifications or the equivalent. Educational Administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District. Educational Administrators are designated as such by the Board.

In accordance with Minimum Qualifications for Faculty and Administrators in California Community Colleges, published by the Chancellor's Office minimum qualifications for Educational Administrators include a Master's Degree and one year of formal training, internship or leadership experience reasonably related to the assignment. Applicants for an Educational Administrator position who do not meet the state-mandated minimum qualifications are required to submit a written statement and supportive documentation explaining how their education and experience are equivalent.

Application materials for any applicant selected for an interview who claims equivalency, will be referred to the Superintendent/President by Human Resources for approval of equivalency before interviews are scheduled. Educational Administrators employed under equivalency will be so noted in the action of the Board of Trustees when employing that individual.

Educational Administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation of the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President. Educational Administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Board.

Every Educational Administrator shall be employed by an appointment or contract of up to, but not exceeding four years in duration.

The Board may, with the consent of the Educational Administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the Educational Administrator, and reemploy the Educational Administrator on any terms and conditions as may be mutually agreed upon by the Board and the Educational Administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the Educational Administrator is not to be reemployed when their appointment or contract expires, notice to an Educational Administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

References: Education Code Sections 66700, 70901, 72411 et seq., 87002 subdivision (b), 87356, and 87457-87460;  
Government Code Section 3540.1 subdivisions (g) and (m)