

Chapter 7 - Human Resources

AP 7250 Educational Administrators

References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Sections 3540.1(g) and (m); **California Code of Regulations 53420**

Educational administrators/managers of Mt. San Antonio College are compensated on the management salary schedule. Positions on this schedule are those which have been designated by the Board of Trustees each June Board meeting. State laws delineate minimum qualification requirements and established job duties.

Determining a new Educational Administrator position

1. **Human Resources will review the job description and determine impact of essential job functions on the following criteria:**
 - a. **The job description must include supervision over the operations of an instructional or student services program, or**
 - b. **The job description must include formulating policy regarding an instructional or student services program.**
2. **Minimum qualifications of the position are that of a master's degree; and 1 year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.**
3. **If allocation cannot be decided, the job description will be sent to CalSTRS for review and final determination.**

Determining changes in allocation from Classified Management to Educational Administrators

1. **Should changes be made to the essential functions within the job descriptions, Human Resources will review the changes and determine the impact on the following criteria:**
 - a. **The changes must include supervision over the operations of an instructional or student services program, or**
 - b. **The changes must include formulating policy regarding an instructional or student services program.**
2. **Should changes be made to minimum qualifications, the position shall require no less than that of a master's degree; and 1 year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.**
3. **If allocation cannot be decided, the job description will be sent to CalSTRS for review and final determination.**

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016