

Red Tape Review Rule Report (Due: September 1, 2023)

Department Name:	Education	Date:	July 18, 2023	Total Rule Count:	11
IAC #:	281	Chapter/ SubChapter/ Rule(s):	82	Iowa Code Section Authorizing Rule:	256.7(30)(b)
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PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE

What is the intended benefit of the rule?

This rule is intended to benefit Iowa students who attend schools served by school administration managers (SAMs).

Is the benefit being achieved? Please provide evidence.

Yes. While relatively few school districts employ SAMs, those that do report they help school leaders devote more of their time to leading instruction and improving student achievement.

What are the costs incurred by the public to comply with the rule?

Minimal. Only one organization currently has approval to offer a SAM preparation program.

What are the costs to the agency or any other agency to implement/enforce the rule?

Little costs are noted. There may be some costs to the Board of Educational Examiners for issuing SAM authorizations – less than ten issued per year.

Do the costs justify the benefits achieved? Please explain.

Yes, given the minimal cost to the Department.

Are there less restrictive alternatives to accomplish the benefit? YES NO

If YES, please list alternative(s) and provide analysis of less restrictive alternatives from other states, if applicable. If NO, please explain.

The rules are required by statute.

Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language? [list chapter/rule number(s) that fall under any of the above categories]

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The rules eliminate several instances where statutory text was reproduced verbatim. The rules eliminate obsolete language. The rules also provide flexibility on how SAM preparation programs may meet program approval standards.

RULES PROPOSED FOR REPEAL (list rule number[s]):

Rule 82.9 (condensed and consolidated with proposed rule 82.8)

RULES PROPOSED FOR RE-PROMULGATION (list rule number[s] or include rule text if available):

Ten (see attached).

***For rules being re-promulgated with changes, you may attach a document with suggested changes.**

METRICS

Total number of rules repealed:	1
Proposed word count reduction after repeal and/or re-promulgation	790
Proposed number of restrictive terms eliminated after repeal and/or re-promulgation	34

ARE THERE ANY STATUTORY CHANGES YOU WOULD RECOMMEND INCLUDING CODIFYING ANY RULES?

None noted.

Proposed New Chapter 82

CHAPTER 82
STANDARDS FOR SCHOOL ADMINISTRATION MANAGER PROGRAMS

281—82.1(272) Definitions.

“*Coach*” means a person who provides regularly scheduled coaching visits to SAM/administrator teams.

“*Department*” means the department of education.

“*Director*” means the director of the department of education.

“*Organization*” means a professional organization offering an approved training program and support for SAMs.

“*SAM*” means school administration manager.

“*School administration manager*” means a person or persons who are authorized to assist a school administrator in performing noninstructional administrative duties.

“*School administration manager program*” means a program of SAM training and preparation that leads to authorization to practice as a school administration manager.

“*State board*” means the Iowa state board of education.

“*Trainer*” means a person with responsibility for providing approved training for school administration managers.

281—82.2(272) Organizations eligible to provide a school administration manager training program. Approved professional organizations engaged in the preparation and training of SAMs meeting the standards contained in this chapter may obtain and maintain state board approval of the organizations’ training programs for SAMs. Only approved programs may recommend candidates for SAM authorization.

281—82.3(272) Approval of training programs. The state board’s approval of an organization’s training program is based on the recommendation of the director after study of the evidence about the program in terms of the standards contained in this chapter. The department will seek maximum flexibility in the design of systems allowed to meet the goals of this program.

82.3(1) Approval, if granted, is be for a term of seven years; however, approval for a lesser term may be granted by the state board if it determines conditions so warrant.

82.3(2) If approval is not granted, the applicant organization will be advised concerning the areas in which improvement or changes appear to be essential for approval. In this case, the organization is given the opportunity to present factual information concerning its program at a regularly scheduled meeting of the state board, no later than three months following the board’s decision.

82.3(3) Programs may be granted conditional approval upon review of appropriate documentation. In such an instance, the program will receive a full review after one year or, in the case of a new program, at the point at which candidates demonstrate mastery of standards for authorization.

82.3(4) The standards herein apply regardless of delivery mode of the training.

82.3(5) All programs in existence prior to July 31, 2013, are deemed to meet program standards without having to submit an application for review.

281—82.4(272) Governance and resources standard. To be an approvable organization, an organization’s governance structure and resources adequately supports the training of SAMs to meet professional, state, and organizational standards in accordance with the following provisions.

82.4(1) The organization provides sufficient trainers, coaches, and administrative, clerical, and technical staff to plan and deliver a quality school administration manager program.

82.4(2) Resources are available to support professional development opportunities for trainers of SAMs.

82.4(3) Resources are available to support technological and instructional needs to enhance trainer and authorized SAM learning.

281—82.5(272) Trainer and coach standard. An approved organization’s trainer and coach qualifications and performance facilitates the professional development of SAMs in accordance with the following provisions.

281—82.6(272) Assessment system and organization evaluation standard. An organization’s assessment system monitors individual candidate performance and use the performance data in concert with other information to evaluate and improve the organization and its program. The actual annual evaluation of each SAM is performed by the administrator or the administrator’s designee, and the evaluation is conducted in accordance with the standards set forth in rule 281—82.7. The organization annually reports to the department data, as determined by the department. The department periodically conducts a survey of schools or facilities that employ authorized SAMs to ensure that the schools’ and facilities’ needs are adequately met by the programs and the approval process herein.

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

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 demonstrates 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, the SAM’s job responsibilities is modified as established by the school district.

82.7(2) Standard 2. SAMs attends an approved training program at the onset of their hire as SAMs. The training for SAMs and administrators includes 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 demonstrates competence in technology appropriate to the SAM’s position.

82.7(4) Standard 4. Each SAM demonstrates 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 fulfills professional responsibilities as established by the SAM’s school district.

82.7(6) Standard 6. Each SAM engages in professional growth that continuously improves the SAM’s skills of professional inquiry and learning.

281—82.8(272) Monitoring and continued approval. Upon request by the department, programs makes periodic reports which

include basic information necessary to maintain up-to-date data of the school administration manager program and to carry out research studies relating to SAMs. Every seven years or sooner if deemed necessary by the director, an organization will file a written self-evaluation of its school administration manager program. Any action for continued approval or denial of approval is approved by the state board.

281—82.9(272) Approval of program changes and flexibility of programs. Upon application by an organization, the director may approve minor additions to or changes within the organization’s approved school administration manager program. When an organization proposes a revision that exceeds the primary scope of the organization’s program, the revision become operative only after approval by the state board. Districts may have a variety of programs and job descriptions that meet the standards of a school administration management system but must receive permission to make changes to those programs in the manner prescribed. The department will seek maximum flexibility in systems allowed to meet the goals of this program. Essential components of any approved school administration manager program includes readiness, data collection of administrator time, ongoing training of the program administrator, use of time-tracking software and ongoing coaching for participants in the program.

281—82.10(272) Fees. The department is authorized to set and collect a fee sufficient to cover the costs of the program, pending approval by the state board. All fees collected pursuant to this rule will only be used by the department for the purposes of this program and will be kept separately from other funds held.

These rules are intended to implement Iowa Code sections 256.7(30) “b,” 272.1(12), and 272.31(3).