



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Shared Supervision
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Board Policy Reference: IV.B.

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
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Purpose:

Associate vice presidents of BMCC centers fulfill a unique role in many of their duties, acting as site supervisor to personnel who have different supervisors in the organizational structure. In this situation, they must work closely and in partnership with the employee's supervisor to assure consistent direction and effective supervision.

This procedure delineates the duties of the respective supervisors.

Definitions:

BMCC Organization Structure: The supervision structure of the college as published on the BMCC Website at http://www.blueecc.edu/organizational_charts

Supervisor: The supervisor as named in the BMCC organizational structure.

Site Supervisor: The center AVP or other individual responsible for the operation of part of the BMCC enterprise and having immediate oversight of employees not under his/her supervision in the BMCC organizational structure.

Guidelines:

Supervisor Responsibilities:

- Mission statement , goals and objectives
- Approve scheduling proposals from site supervisors
- Observation of classrooms and instruction (or its delegation as appropriate)
- Record keeping
- Pre-service training as well as professional staff development
- Target program improvement and analysis of assessments

- In-service training
- Ensure compliance issues, such as all sites' adherence to curriculum, instruction and assessments
- Communicate mandates/initiatives
- All budgetary issues
- Staff evaluation
- Monitor all orientations
- Coordinate recruiting efforts
- Coordinate partnerships

Site Supervisor Responsibilities:

- Use of time sheet management, regarding leave requests
- Submit schedule proposal to supervisor
- Collection fees from students
- Handle all internal assignment coverage when staff members are ill
- Process official personnel documentation (e.g., resignation letters) by forwarding information to supervisor
- Develop and maintain partnerships with agencies
- Ensure that orientation is in place
- Recruitment activities
- Student registration (on-site registration)
- Submit AVP evaluation input form for each instructor

Joint Responsibilities:

- Ongoing planning process
- Analysis of data for program improvement
- Ensure that all staff use quality assessments and reporting procedures