

## Administration

**SUBJECT: ADMINISTRATIVE PERSONNEL**

The Board of Education will expect the Superintendent of Schools to fill each administrative vacancy with the best-qualified candidate available. The Superintendent of Schools will regularly apprise the Board of Education of process for hiring administrative vacancies. The Board understands that qualified District personnel may aspire to the position in question and wish to apply for consideration. All such persons are encouraged to file applications. The Board does not wish to imply, however, that any particular preference will be shown such applicants. Rather, all candidates will be screened objectively by the Superintendent of Schools on the basis of educational background, professional and other experience, certification and similar pertinent data.

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education policy, programs, decisions, and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in job descriptions issued by the Superintendent of Schools prior to employment. The Superintendent of Schools will regularly apprise the Board of Education of process for firing administrative vacancies.

**Abolishing an Administrative Position**

Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to be served to the individual currently holding that position. In all cases the individual currently holding the position should receive as much advance notice as possible.

**Administrative Organization And Operation**

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from Superintendent to Building Principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- a) The Board of Education shall formulate and legislate educational policy.
- b) Administrative regulations shall be developed by the Superintendent in cooperation with affected or interested staff members or lay persons.

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- c) The Central Office staff shall provide overall leadership and assistance in planning and research.
- d) Areas of responsibility for each individual shall be clearly defined.
- e) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

**Line Responsibility**

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the Principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

- a) The School Business Administrator, Director of Pupil Services, Curriculum Director and Athletic Director report directly to the Superintendent of Schools.
- b) Elementary and secondary administrators report directly to the Superintendent of Schools.
- c) Coordinators and interns report to administrators as it effects their operation.
- d) Department chairpersons and the High School Assistant Principal report to the appropriate secondary administrators.
- e) All classroom teachers have first responsibility to elementary and secondary administrators and secondary responsibility to department chairpersons, coordinators, or directors of their respective programs or departments.

The Board of Education is emphatic in that nothing in the preceding material is to be construed as precluding the first line responsibility of the building principals for the quality of the performance of all persons working in any capacity whatsoever within the respective buildings. The Board of Education emphasizes, also, that nothing in the preceding material is to be construed as negating the ultimate responsibility of the Superintendent of Schools for every aspect of the school program.

The lines of responsibility/reporting shall be as depicted on the organizational chart (#4211).

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