

POLICY

1990

4120

Administration

SUBJECT: ADMINISTRATIVE PERSONNEL

Administration is a process of directing the total school operation in implementing the purpose for which the organization is designed. All administrative and supervisory positions in the school system are established initially by the Board of Education, or by state law, or both. It is an administrative function to align the school organization in a way that the purpose and goals of the position and the school can be most effectively realized.

The Superintendent shall align the administrative organization in a manner which will expedite the achieving of quality education, and shall be responsible for designing an organization which will assist him/her in the efficient operation of the school system. The Board will approve the broad purpose and function of each position. The task of writing, or causing to be written, a job description for each position shall be the Superintendent's.

Administrative personnel 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 shall be obligated to meet these requirements at the time of employment or be eligible to meet requirements at the time of employment.

The Superintendent shall maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operation.

Commissioner's Regulations Section 80.4
Education Law Section 1709