

**Subject: ADMINISTRATIVE PERSONNEL****Policy: 4110**

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- 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.

8 New York Code of Rules and Regulations
(NYCRR) Section 80.4
Education Law Section 1709

**Subject: LINE RESPONSIBILITY****Policy: 4211**

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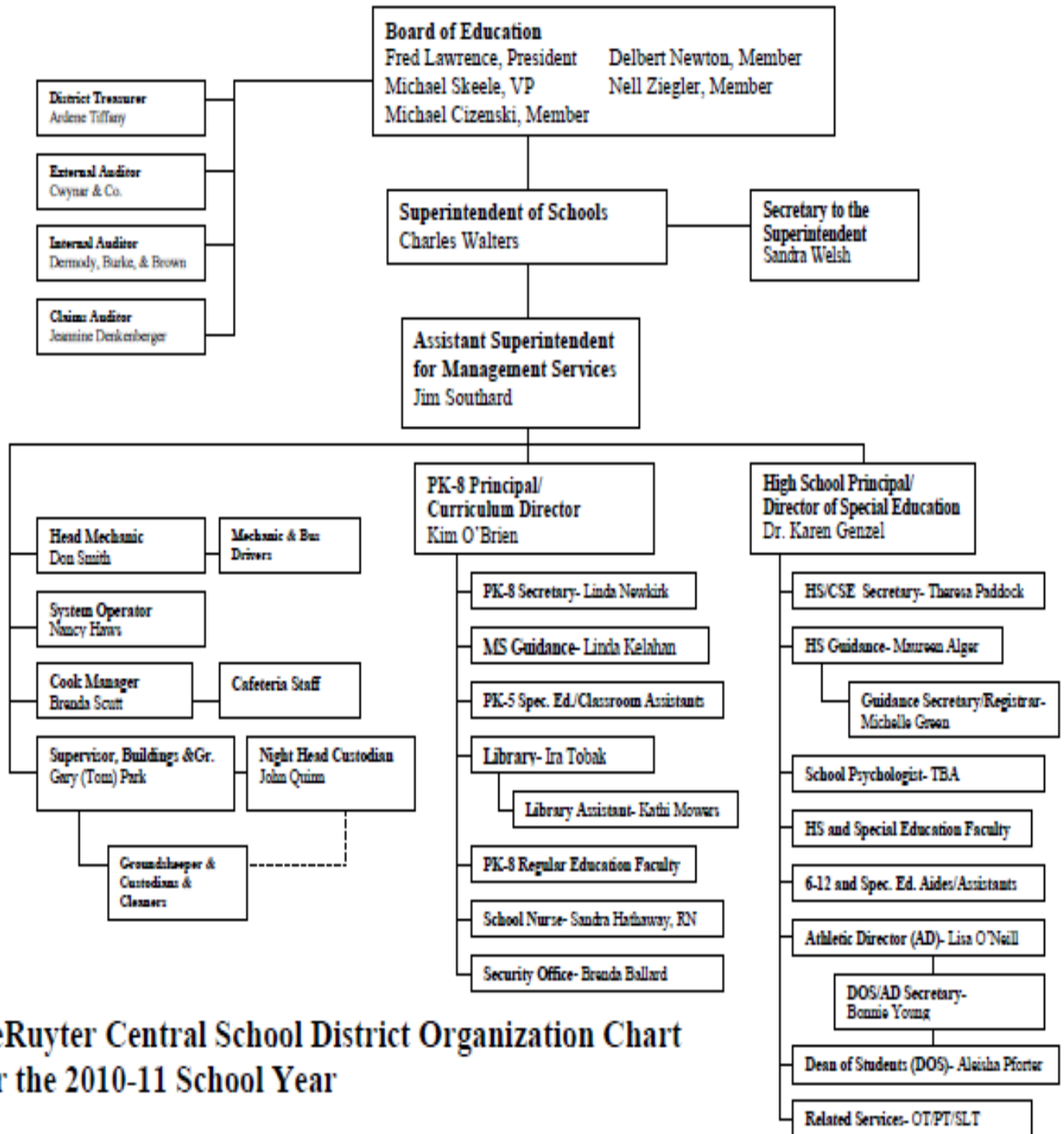
- All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.
- The lines of responsibility/reporting shall be as depicted on the organizational chart.



Subject: ORGANIZATIONAL CHART

Policy: 4212

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DeRuyter Central School District Organization Chart for the 2010-11 School Year



Subject: ABOLISHING AN ADMINISTRATIVE POSITION

Policy: 4220

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- 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.

Education Law Section 3012



**Subject: ADMINISTRATIVE AUTHORITY DURING
ABSENCE OF THE SUPERINTENDENT OF SCHOOLS**

Policy: 4230

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- The Superintendent of Schools shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

**Subject: ADMINISTRATIVE LATITUDE IN THE
ABSENCE OF BOARD POLICY****Policy: 4240**

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- From time to time problems and new questions arise for which no specific policy or Standard Operating Procedures has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the School District and shall alert the Superintendent of Schools to the possible need for additional policy development.



Subject: EVALUATION OF ADMINISTRATIVE STAFF

Policy: 4260

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Evaluation of Administrative Staff

- The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel.

- The purposes of this evaluation are:
 - To determine the adequacy of administrative staffing;
 - To improve administrative effectiveness;
 - To encourage and promote self-evaluation by administrative personnel;
 - To provide a basis for evaluative judgments by the Superintendent and the Board;
 - To make decisions about continued employment with the District.

8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(o)

**Subject: SUPERINTENDENT OF SCHOOLS****Policy: 4310**

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- As chief executive officer of the Board of Education, he/she shall attend all regular, special, and work meetings of the Board except that the Superintendent may be excluded when his/her employment contract or performance is discussed in executive session.
- He/she shall administer all policies and enforce all rules and regulations of the Board.
- He/she shall constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- He/she shall be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- He/she shall recommend to the Board the appointment of all instructional and support personnel.
- He/she shall be responsible for the preparation and recommendation to the Board of the annual School District budget in accordance with the format and development plan specified by the Board.
- He/she shall acquaint the public with the activities and needs of the schools through his/her written and spoken statements, and shall be responsible for all news releases emanating from the local schools.
- He/she shall be responsible for the construction of all salary scales and for the administration of the salary plan approved by the Board. Some of these salary scales will be developed within staff contracts negotiated under the provisions of the Taylor Law.
- He/she shall determine the need and make plans for plant expansion and renovation.
- He/she shall be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- He/she shall plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.

(Continued)

**Subject: SUPERINTENDENT OF SCHOOLS****Policy: 4310**

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- He/she shall plan and conduct a program of supervision of teaching staff that will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to be of a high degree of competence will be recommended for tenure.
- He/she shall continually strive to distinguish for all concerned between the areas of policy decisions appropriate to the Board and management decisions appropriate to the District's administrative personnel.
- He/she shall, when necessary and/or desirable, transfer such personnel as he/she anticipates will function more effectively in other positions. These transfers shall be made within the guidelines of state laws, District policies and negotiated contracts.
- He/she shall submit the data from the School Report Card and/or other such reports of student/District performance as prescribed by and in accordance with requirements of the Commissioner of Education.

Education Law Sections 1711 and 3003
8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(m)

**Subject: SUPERINTENDENT- BOARD OF EDUCATION RELATIONS****Policy: 4320**

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- The Board of Education is accountable for all pursuits, achievements and duties of the School District. The Board's specific role is to deliberate and to establish policies for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.
 - With respect to School District goals and objectives, the Board will establish broad guidelines to be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.
 - Generally, the Superintendent will be empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.
 - The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the Board has entered; or, in violation of policies adopted by the Board that limit the Superintendent's authority.
 - Should the Superintendent or his/her designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment was warranted.
 - When law or other authority calls for Board approval of decisions that the Board has delegated to the Superintendent, Board approval will be routinely given if those decisions have been made within the limits of Board policies.

**Subject: ADMINISTRATIVE STAFF****Policy: 4330**

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School Business Official

- The School Business Official shall be responsible for all phases of the District's business activity, as set forth in Section 5000 of the Policy Manual, laws, rules, and regulations, and shall report directly to the Superintendent of Schools.

Building Principals

- The building principals are the educational executives of the school centers. They have the responsibility for executing Board of Education policies in the schools. They report directly to the Superintendent of Schools.

8 New York Code of Rules and Regulations
(NYCRR) Section 80.4

**Subject: PROFESSIONAL DEVELOPMENT OPPORTUNITIES****Policy: 4410**

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- The Board of Education shall encourage administrators to keep themselves informed of current educational theory and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as are appropriate.
- The approval of the Superintendent shall be required for any conference attendance or visitations requested by administrators.
- Participation shall be limited by available resources and reimbursement guidelines.

General Municipal Law Section 77-b



Subject: COMPENSATION AND RELATED BENEFITS

Policy: 4420

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- The salaries and related benefits of administrators shall be set annually by the Board of Education upon the recommendation of the Superintendent.