



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
3000	Administration	Local
Policy	Policy Title	
3250	School Building Administration	

Administrative and supervisory personnel shall be considered to be those district employees officially designated by the Superintendent as responsible for the administrative and supervisory tasks required to carry out Board 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. In general:

- Assistant Superintendents shall be responsible for all duties and responsibilities set forth in their job descriptions and shall report directly to the Superintendent.
- Building Principals are the educational executives of the school centers. They have the responsibility for executing Board policies and administrative regulations in the schools. They are directly responsible to the Superintendent.
- Assistant Principals may be employed at all school levels. The Assistant Principal is responsible for all duties assigned to him/her by the Building Principal and shall report directly to the Principal.
- Department Chairpersons are staff officers who shall have various ranges of responsibilities as indicated by their respective titles and job descriptions, and shall report to the appropriate Assistant Superintendent.

Adoption date: March 9, 2009

Reference:
Education Law §1709