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4000

Administration

## Chester Union Free School District

### ADMINISTRATION

(Section 4000)

NUMBER

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## ADMINISTRATION (Cont'd.)

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# POLICY

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4110

Administration

## **SUBJECT: ADMINISTRATIVE PERSONNEL**

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.

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

Adopted: 7/2/03

# POLICY

2003

4210

Administration

## **SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION**

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer 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.
- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff shall provide overall leadership and assistance in planning and research.
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

Adopted: 7/2/03

# POLICY

2003

4211

Administration

## **SUBJECT: LINE RESPONSIBILITY**

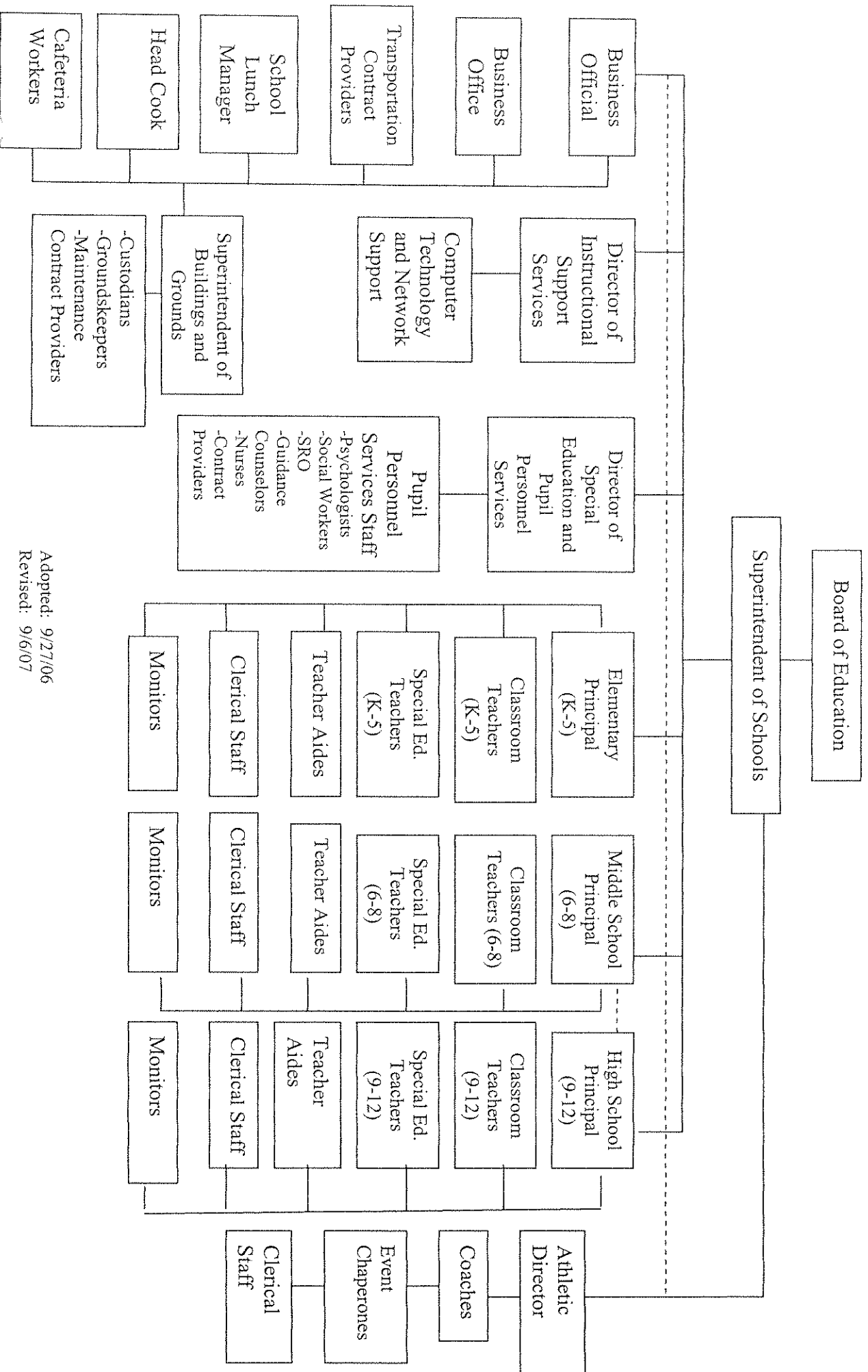
All employees of the District shall be under the general direction of the Superintendent. Teachers and non-instructional staff shall be immediately responsible to the principal of the building in which they work. Other employees and non-instructional staff shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

Adopted: 7/2/03

# CHESTER UNION FREE SCHOOL DISTRICT ORGANIZATIONAL CHART

4212



Adopted: 9/27/06  
Revised: 9/6/07

# POLICY

2003

4220

Administration

**SUBJECT: 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.

Education Law Section 3012

Adopted: 7/2/03

# POLICY

2003

4230

Administration

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

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.

Adopted: 7/2/03



# POLICY

2003

4240

Administration

**SUBJECT: ADMINISTRATIVE LATITUDE IN THE ABSENCE OF BOARD POLICY**

From time to time problems and new questions arise for which no specific policy 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.

Adopted: 7/2/03

# POLICY

2003

4250

Administration

## **SUBJECT: USE OF COMMITTEES**

Standing and/or ad hoc committees may be appointed to study and to recommend courses of action in response to department, building or District needs. These committees may be appointed by the Board of Education, the Superintendent or other administrators, with the knowledge of the Superintendent, and in accordance with the range of responsibilities of the appointing body or administrator to whom the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

Adopted: 7/2/03

# POLICY

2003

4260

Administration

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF**

The effective working relationship between the Board of Education and the Superintendent of Schools is essential for the operation of the School District.

The Board of Education will evaluate the Superintendent of Schools at least once annually. The evaluation should be made on the basis of the Board's written statements concerning the abilities needed by, and the responsibilities and duties to be discharged by the Superintendent.

Board consensus on the Superintendent's abilities and performance in various areas will be put into writing and made available to the Superintendent, and discussed with him or her in an executive session.

**Procedure**

- a) Evaluation instrument distributed at the first regular Board of Education meeting in February.
- b) At the second regular meeting in February, the Board sets a special meeting in March for the purpose of evaluation.
- c) Members meet to develop a consensus evaluation of the Superintendent's performance. This is committed to writing by the President and presented to the Superintendent.
- d) The Board meets with the Superintendent in Executive Session before April 1.

**Administrative Staff**

At the administrative level, the administrator will have the administrator who directly supervises the individual as the person who will conduct the process of: observation, supervision and evaluation. The Superintendent of Schools will observe, supervise and evaluate the administrators. Due to the nature of the administrative duties, one formal observation will not serve as the basis for the: observation, supervision and evaluation.

The administrator will, meet with the person who has completed the observation, supervision and evaluation process to review the evaluation. The administrator will have the right to submit a written response which will become a part of the observation and will be duly filed in the personnel file.

Commissioner's Regulations  
Section 100.2(o)

Adopted: 7/2/03

# POLICY

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Administration

## **SUBJECT: SUPERINTENDENT OF SCHOOLS**

- a) 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.
- b) He/she shall administer all policies and enforce all rules and regulations of the Board.
- c) He/she shall constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- d) He/she shall be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- e) He/she shall recommend to the Board the appointment of all instructional and support personnel.
- f) 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.
- g) 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.
- h) 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.
- i) He/she shall determine the need and make plans for plant expansion and renovation.
- j) He/she shall be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- k) He/she shall prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials.
- l) He/she shall plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.
- m) 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.

(Continued)

# POLICY

2003

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2 of 2

Administration

**SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)**

- n) 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.
- o) 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.
- p) 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)

Adopted: 7/2/03

# POLICY

2003

4320

Administration

## **SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS**

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.

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.

Education Law Section 1711

Adopted: 7/2/03

# POLICY

2003

4321

Administration

**SUBJECT: SUPERINTENDENT'S CONTRACT**

The Board of Education and the Superintendent may enter into a contract for a period of from one to five years, renewable upon 60 days notice.

The contract may address such matters as: length of the contract, salary and other benefits, consulting opportunities, termination of employment and other areas agreed to by the Board of Education and the Superintendent of Schools, as permitted by New York State Laws.

Adopted: 7/2/03

# POLICY

2011 4330

Administration

## **SUBJECT: ADMINISTRATIVE STAFF**

### **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, and shall report directly to the Superintendent of Schools.

### **Director for Curriculum, Instruction and Technology**

The Director for Curriculum, Instruction and Technology will have supervisory responsibility for the development of curriculum in the District and for special programs. He/she is directly responsible to the Superintendent.

### **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 are directly responsible to the Superintendent of Schools.

### **Director of Pupil Personnel Services**

The Director of Pupil Personnel Services will have supervisory responsibility for the development of curriculum in the District and for special programs. He/she is directly responsible to the Superintendent.

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

Adopted: 7/2/03

Revised: 6/15/11



# POLICY

2003

4331

Administration

## **SUBJECT: ADMINISTRATIVE INTERN PROGRAM**

The District shall implement the following organizational structure to enable an administrative intern to participate in a continuous program of growth and development through several stages, each having a specific emphasis, and each successive level offering an opportunity for the District to place greater confidence in the individual intern.

### **Level I Technical Skills**

Emphasis will be on development of technical skills needed to perform administrative or specialist functions. A variety of skills may be elected and activities planned by mutual consent of the intern and administrative supervisor.

### **Level II Human Relations Skills**

Concentration will be on human relations skills, curriculum development and implementation (if appropriate), and on leadership training. Guidance will be provided by a suitable District resource person(s). Each resource person shall be a specialist in the particular administrative function.

### **Level II Practicum**

Development and application of conceptual skills will be gained through assigned District service. Specific activities or assignments will be determined according to the needs of the District and the individual.

Adopted: 7/2/03

# POLICY

2003

4410

Administration

**SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

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

Adopted: 7/2/03

# POLICY

2003

4420

Administration

**SUBJECT: COMPENSATION AND RELATED BENEFITS**

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

Adopted: 7/2/03