

ADMINISTRATIVE PERSONNEL AND ORGANIZATIONAL PLAN

I. Policy Statement

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

II. Certification/Civil Service Requirements

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.

III. Line of Responsibility

- A. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the school or area where the problem occurs.
- B. Administrative officers shall refer such matters to the next step higher in authority when necessary.
- C. Any involved persons shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.

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Waterville Central School District

Legal Ref.: 8 NYCRR § 80-4, NYS Education Law §§1709 and 2503(5)

Adopted: 01/14/80

Revised: 11/26/96, 10/29/14, 02/13/24