

Administration

NEW

SUBJECT: ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel will be considered to be those District employees officially designated by Board action as responsible for the administrative and supervisory tasks required to carry out Board policy, programs, decisions, and actions.

These employees must meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Commissioner's regulations. Administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

Administrative and supervisory personnel are responsible first and foremost for the health and safety of the pupils and personnel of the School System. In the administrative area, they are responsible for the administration of the unit to which they have been assigned. The obligations, duties, and responsibilities of all administrative and supervisory personnel will be set forth in job descriptions issued by the Superintendent.

Abolishing an Administrative Position

Existing administrative positions will not be abolished by the Board without previous written notification of the impending abolition with as much advance notice as possible.

Education Law Sections 1709, 2503(5), and 3013

Adopted: 1988
Revised: