

ADMINISTRATIVE GOALS

The Board of Trustees believes that proper administration is vital to a successful educational program. The coordination and supervision of all aspects of the operations of the district's schools, pursuant to the policies of the Board, are necessary for the development and maintenance of an effective learning environment. Administrative duties and functions are to be assessed in terms of their contributions to the improvement of education in the district. The Superintendent, as chief executive officer of the district, is to provide the leadership necessary to support this objective.

District administration is to be organized so that all divisions and departments of the central office and the school operate within a system guided by Board policies, which are implemented through the Superintendent. All personnel will have the necessary authority and responsibility (clearly defined and correlated to their roles) to carry out their respective assignments within this framework. Accountability will rest with these same personnel for the effectiveness with which their duties are performed.

Major goals of district administration will be:

1. to effectively manage the district's various departments, units and programs;
2. to provide professional advice and counsel to the Board and to advisory groups established by Board action. This includes the review of policy alternatives and the subsequent recommendation from among them;
3. to perform managerial duties as will best assure effective learning programs, including but not limited to:
 - a. ensuring the effective implementation of Board policy;
 - b. addressing the on-site needs of the district's schools;
 - c. providing leadership in keeping abreast of current educational developments;
 - d. arranging for effective staff development programs;
 - e. coordinating cooperative efforts at improving learning programs, facilities, equipment and materials; and
 - f. providing channels for the upward flow of information necessary and useful in the design and development of school policy.

Adoption date: December 10, 1998

Reviewed: October 11, 2022

SUPERINTENDENT

The Board of Trustees will by a majority vote appoint a Superintendent for a term of no less than three years and not to exceed five years. The Superintendent will serve as the chief executive officer of the District and as such shall carry out the policies established by the Board.

Ref: Education Law §§1711; 2508

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022

RECRUITMENT OF THE SUPERINTENDENT REGULATION

The Board of Trustees will establish a search committee (or hire a consultant) to recruit and interview candidates for the position of Superintendent. The responsibilities of the search committee [consultant] will be clearly established by the Board prior to the commencement of the recruitment process. The committee, if not experienced in the recruitment of administrative personnel, will undergo training so that the process may be conducted more efficiently.

The Board will establish a budget and time frame for the process. The position will be advertised in newspapers, educational periodicals and other relevant sources. In addition, applications will be mailed on a confidential basis to candidates.

It will be the responsibility of the committee [consultant] to determine that the candidates meet certification and other requirements established by the Education Law and the Regulations of the Commissioner of Education for the position of Superintendent. A candidate shall have obtained appropriate certification for administrative and supervisory service as a Superintendent by:

1. having been awarded a baccalaureate degree;
2. having completed, in addition, sixty (60) semester hours of graduate study (including twenty-four (24) semester hours of graduate study in the field of school administration and supervision) and an approved administrative/supervisory internship under the supervision of a practicing school administrator and of a representative of the sponsoring institution of higher education. One (1) year of satisfactory full-time experience in a school administrative or supervisory position may be substituted for the internship; and
3. having completed three (3) years of teaching and/or administrative and/or supervisory and/or pupil personnel service experience in the schools.

The search committee [consultant], upon receiving appropriate vitae from candidates, will conduct an initial interview with qualified individuals. The committee [consultant] will then screen those candidates interviewed. The entire Board will then conduct a series of second interviews with those candidates selected by the committee [consultant], and select a new Superintendent from those interviewed by the Board.

A contract will be negotiated between the Board and the Superintendent. The remaining candidates will be notified of the selection and the new Superintendent will be announced. The committee will be dissolved by the Board and an orientation process will be established for the newly selected Superintendent.

Adoption date: December 10, 1998
Reviewed: February 10, 2014
October 11, 2022

DUTIES OF THE SUPERINTENDENT

The Superintendent, as chief executive officer of the District, will have the following specific powers and duties:

1. to serve as the executive officer for the Board and be charged with the responsibility for implementing the policies of the Board. They will work with the Board President in planning the agenda for each meeting, ~~shall~~ attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
2. to develop a harmonious and close working relationship with the Board. They will treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. They will go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. They will keep the Board informed on issues, needs, and operation of the school system. They will offer advice to the Board, based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. They will shall advise the Board on the need for new and/or revised policies and They will suggest draft policies to satisfy those needs;

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. They will ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other educational, social and recreational activities. They will interpret for the staff all Board policies and applicable laws, rules and regulations;
6. to understand and keep informed on all aspects of the instructional program at all levels. They will have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. They will, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum.
7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. They will develop procedures for the selection of staff members. They will establish standards for teacher selection, and will provide a framework for continuing in-service training of all professional staff members;
10. to recruit qualified professional and support staff. They may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;

11. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. They will make recommendations to the Board regarding salary and tenure of all employees. They will temporarily suspend any employee for cause and will promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, they are authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
12. to supervise and evaluate all staff members. They will work for good morale and be impartial, firm and fair in dealing with staff;
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiators), in all collective bargaining matters;

Financial Management

15. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. They are responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. They will ensure that regular reports are made to the Board on the status of the budget;
16. to establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. They will ensure that all necessary bookkeeping and accounting records are maintained by the district;

Facilities Management

17. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
18. to evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

19. to supervise the public relations activities of the district. They will keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. They will develop friendly and cooperative relationships with the news media;
20. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. They will solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

21. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
22. to exhibit good judgement, common sense and perception;

23. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;
24. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
25. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents;

Management Functions

26. to coordinate and manage the district so that the school organization operates smoothly and efficiently. They must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:

Planning: determining needs, objectives and goals; Organization: assigning roles, responsibilities and establishing lines of communication;

Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;

Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques; Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem-solving techniques; Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and

27. to perform such other duties as the majority of the Board may determine.

Ref: Education Law §§1604(8); 1711; 1804

Adoption date: December 10, 1998

Reviewed: February 10, 2014

Revised: October 11, 2022

ADMINISTRATIVE ORGANIZATION

The Superintendent is the chief executive officer of the district. During their absence, the Superintendent will appoint a designee to serve as acting Superintendent. The Director of Health and Safety will assist the main office staff in the absence of the Superintendent. Any communication during the superintendent's absence/vacation must go through the Director of Health and Safety and main office.

Adoption date: December 10, 1998
Revised: February 10, 2014
October 11, 2022

LINE AND STAFF RELATIONS

The following principles will govern the administrative operation of the school system:

1. The Superintendent will have specific responsibility for overseeing the district educational programs.
2. Responsibility will flow from the Board of Trustees, to the Superintendent, to teachers and from the Superintendent to the staff.
3. Each member of the staff will be informed as to whom they are responsible and for what functions.
4. Whenever possible, each member of the staff will be made responsible to only one immediate supervisor for any one function.
5. Each staff member will be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
6. Each staff member will be informed as to whom they should report to for help in carrying out his/her functions.

Line of Responsibility

Each employee in the school system will be responsible to the Board through the Superintendent.

All personnel will refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers will refer such matters to the next higher authority when deemed necessary.

All employees will have the right to appeal any decision made by the Superintendent through appropriate steps to the Board.

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022

SCHOOL BUILDING ADMINISTRATION

The Superintendent will have the authority to administer the district within established Board of Trustees policy and administrative regulations.

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022

POLICY IMPLEMENTATION

The execution, administration and enforcement of all policies of the district is the responsibility of the Superintendent. They will report to and be accountable to the Board of Trustees and not any officer, committee or individual member of the Board, in fulfilling this responsibility.

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022

DEVELOPMENT OF REGULATIONS

The Superintendent will be responsible for developing regulations consistent with policies of the Board of Trustees. In developing such regulations, the Superintendent shall, whenever feasible, seek the advice and opinions of any staff member who will be affected by the proposed regulations, and establish procedures to ensure that such advice and opinions are received.

The Superintendent will give due weight to the opinions of staff, especially those offered by representatives of any groups or bargaining units. The Superintendent shall inform the Board of any advice or opinions given by staff in presenting reports of administrative action or when presenting their recommendations for action by the Board.

Ref: Education Law §§1709; 1711

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022

BOARD REVIEW OF REGULATIONS

The Board of Trustees will review and approve any administrative regulations establishing or affecting curricula. The Board may review any other regulation, at its discretion, to determine whether the regulation conforms with adopted policy.

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022

REGULATIONS DISSEMINATION

Regulations promulgated by the Superintendent will be included in the district policy manual and disseminated in the same manner as Board of Trustees policies.

Adoption date: December 10, 1998
Reviewed: February 10, 2014
Revised: October 11, 2022