

SUBJECT: ADMINISTRATIVE STAFF**Assistant Superintendent for Curriculum, Instruction and Personnel**

The Assistant Superintendent for Curriculum, Instruction and Personnel will manage the following areas:

- a) District-wide instructional programs;
- b) Academic Intervention Services (AIS) programming;
- c) Reading program;
- d) Curriculum development;
- e) Professional personnel; and
- f) Other duties as assigned by the Superintendent.

School Business Administrator

The School Business Administrator will be responsible for all the major phases of the District's business activities, and other duties assigned by the Superintendent.

The School Business Administrator shall also 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.

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.

In the event the Principal is absent from the building, the Assistant Principal, where applicable, will be in charge. For those buildings not having an Assistant Principal, the Principal will contact the Superintendent's Office for appropriate building coverage.

Assistant Principals

Assistant Principals shall be employed in the elementary school, middle school and high school. The Assistant Principal is responsible for all duties assigned to him/her by the Building Principal and shall report directly to the Principal.

Directors

Directors are District officials who shall have various ranges of responsibilities as indicated by their respective title(s) and job description(s). Lines of authority are indicated on the District Organizational Chart (Policy #4212).

(Continued)

SUBJECT: ADMINISTRATIVE STAFF (Cont'd.)**Subject Coordinators**

Coordinators are staff officers who shall have various ranges of responsibilities as indicated by their respective titles and job descriptions.

Administrative Communications

All administrators shall keep the Superintendent informed of activities in their areas by whatever means the Superintendent deems appropriate.