

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.

Education Law Sections 1709 and 2503(5)

Adopted: 7/12/11

Administration

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from Superintendent 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 Superintendent 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.

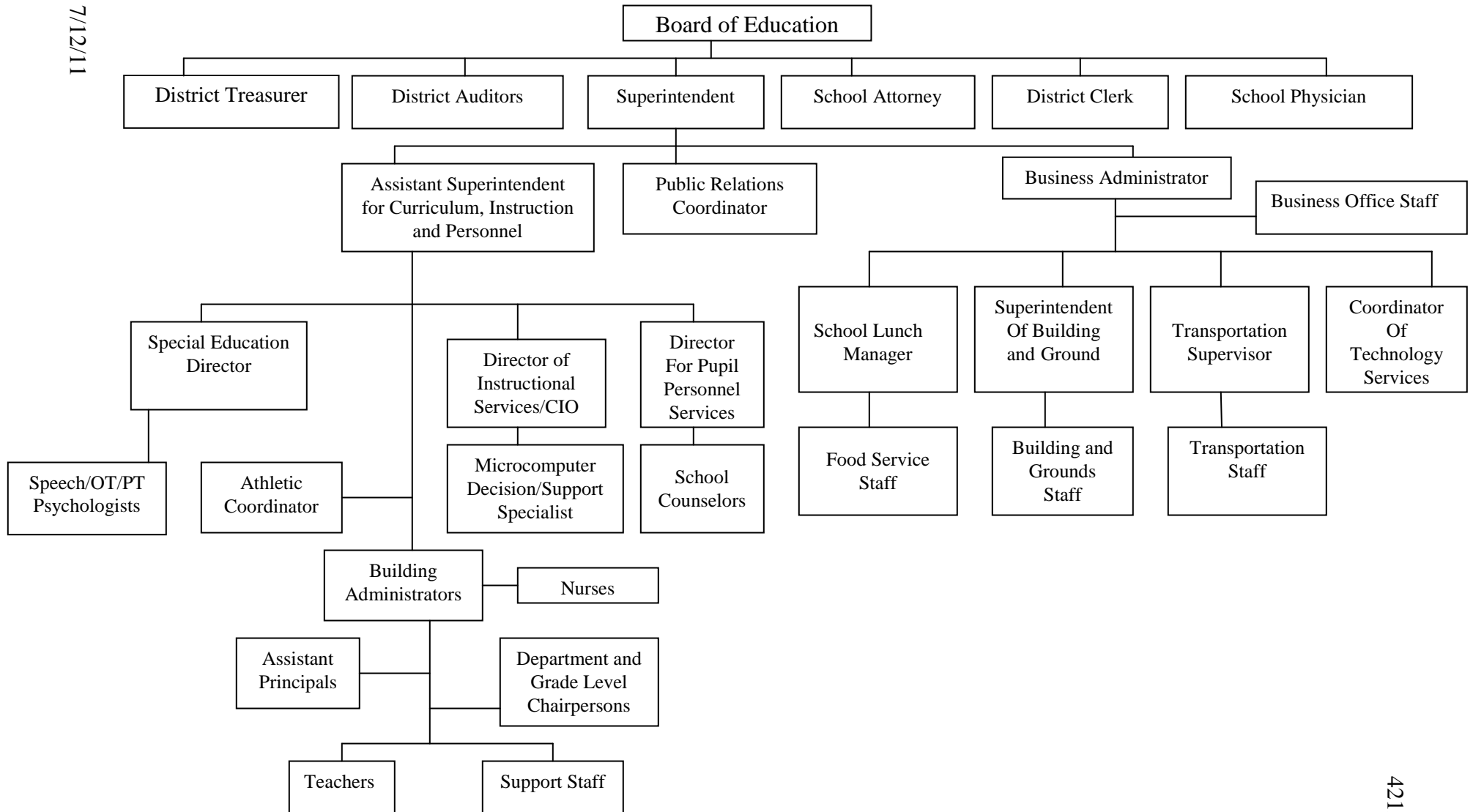
Administration

SUBJECT: LINE RESPONSIBILITY

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the Principal of the building in which they work. Other employees 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 -- Policy #4212.

DEPEW UNION FREE SCHOOL DISTRICT ORGANIZATIONAL CHART



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 3013

Adopted: 7/12/11

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.

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: 7/12/11

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: 7/12/11

Administration

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

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than September 10 of each year.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an evaluation of all administrative personnel.

The purposes of this evaluation are:

- a) To determine the adequacy of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

The Board specifies the following for the guidance of administrative personnel:

- a) Each administrator shall be evaluated in terms of his/her objectives and with regard to the policies and rules of the District.
- b) Each administrator shall be given a copy of his/her review and a chance to speak in his/her own behalf.
- c) In the event an administrator feels a review has been unfavorable, he/she shall have the right to appeal said review to the Board.

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 have a high degree of competence will be recommended for tenure.

(Continued)

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, 2508 and 3003
8 New York Code of Rules and Regulations (NYCRR) Section 100.2(m)

SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS

The establishment of policies for the governing of the Depew Union Free School District by the Board of Education, and the administration of those policies by its Chief Executive Officer, the Superintendent of Schools, call for a high order of devotion to the public good and the District, and integrity. It is of the utmost importance for the good of those whom the schools serve that the Board of Education and the Superintendent of Schools work in an atmosphere of mutual respect, trust, and good will. The legislation of policies is the most important function of the Board of Education. The execution of the policies is the function of the Superintendent of Schools. The Board of Education recognizes the executive responsibility of the Superintendent of Schools to manage the schools within established policies. The Superintendent of Schools shall then be held responsible by the Board of Education for results.

Board Responsibilities

- a) Reflect the wishes of the community and respect the needs of the schools before the patrons of the District and legislature.
- b) Carry out all duties and responsibilities as set forth in Education Law for the State of New York.
- c) Select the Superintendent of Schools and support him/her in the discharge of his/her duties.
- d) Adopt policies governing the operation of the schools.
- e) Adopt annual budget.
- f) Appoint all teachers, Principals, and other employees only upon the recommendation of the Superintendent of Schools.
- g) Adopt salary schedules, other personnel policies, and approve for funding all personnel contracts.
- h) Receive and discuss reports of Superintendent of Schools concerning the progress of the schools in terms of achievement of students, and performance of teachers and supervisors.
- i) Receive and consider reports of business pending and the financial status of the School System.
- j) Counsel with the Superintendent of Schools affording a group judgment of recommendations for extensions or adjustments of the scope of educational activities.
- k) Consider recommendations for plant improvement and expansion, adopt plans for plant modification, and determine the means for financing them.

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SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS (Cont'd.)

- l) Act as a court of final appeal for school employees and patrons in cases which may be appealed from the decision of the Superintendent of Schools.
- m) Approves lawsuit strategies, studies information and acts on recommendations.
- n) Provides guidelines and ratifies contracts.

Superintendent Responsibilities

- a) Facilitate communication between the community and the Board regarding the schools, and plan means of keeping the community informed about school matters.
- b) Assist the Board in meeting its responsibilities set forth in Education Law.
- c) Serve as the Chief Executive Officer of the Board of Education. All individuals employed by the District are responsible directly or indirectly to the Superintendent of Schools.
- d) Recommend policies to the Board of Education. Carry out all policies adopted by the Board of Education.
- e) Prepare and submit to the Board of Education for consideration the annual budget.
- f) Recommend for Board of Education approval all candidates for employment.
- g) Formulate and recommend personnel policies. Be responsible for assignment of all personnel. Be responsible for negotiating terms and conditions of employment with all employee groups as outlined in the Taylor Law.
- h) Formulate and administer means of evaluating staff members and report findings to the Board of Education. Formulate and administer a program of supervision for the schools. Duties and responsibilities may be delegated, but the Superintendent of Schools has final responsibility for actions of subordinates.
- i) Prepare reports upon status of the budget. Prepare annual report on the operation of the School System and such other reports requested by the Board of Education.
- j) Provide professional leadership for the educational program of the schools. Keep the Board of Education continuously informed on the progress and status of the educational program.
- k) Develop plans for maintenance, improvements or expansion of buildings and site facilities needed to provide properly for an adequate educational program.

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SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS (Cont'd.)

- l) Make decisions in line with Board of Education policy. Appeals from such decisions may be heard and decided upon by the Board of Education.
- m) Works with legal counsel, alerts Board to legal problems and makes recommendations to Board.
- n) Monitors negotiation process within guidelines established by the Board.

Education Law Sections 1711, 2503 and 2508

Adopted: 7/12/11

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).

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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.

Administration

SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board of Education shall encourage administrators to keep 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 Sections 77-b and 77-c

Adopted: 7/12/11

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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 and/or shall be in accordance with the terms and conditions of the applicable collective bargaining agreement/contract currently in effect.

Adopted: 7/12/11