

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.

Appointment of Administrative Personnel

Administrators shall be appointed by the Board of Education upon recommendation of the Superintendent of Schools. Such appointment shall be for a probationary period of three years depending on the law that applies and then subject to tenure appointment. The service of an individual appointed to an administrative position may be discontinued anytime during the probationary period on the recommendation of the Superintendent by a majority vote of the Board of Education.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth by the Superintendent of Schools.

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 in compliance with bargaining unit agreements.

Education Law Sections 1709, 2503(5) and 3013

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