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## ADMINISTRATION (Series 4000)

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# POLICY

1986  
Reviewed 02/25/2014

4100

Administration

## **SUBJECT: THE GOAL OF SCHOOL ADMINISTRATION**

The purpose of school administration is to help create and to foster an environment in which students can learn effectively. All administrative duties and functions should be appraised in terms of the contribution that they make to better instruction and more effective learning.

# POLICY

1986  
Updated 11/01/06

4110

Administration

## SUBJECT: JOINT CODE OF ETHICS

- a) The administrator and the school board recognize that while the administrator participates in the formulation of school policy under the leadership of the Superintendent it is the duty of the Superintendent to recommend and the prerogative of the Board to determine final policy;
- b) The administrator is obligated to adhere to the school board policy; the school board is obligated to establish policy that is consistent with federal and state laws and regulations and to adhere to such policy;
- c) The administrator and the school board transact all official business through proper channels and hold inviolate all confidential information;
- d) The administrator and the school board recognize their obligations to develop growing appreciation and understanding of the principles of democracy, and should refrain from using the school to promote personal views on religion, race and partisan politics;
- e) The administrator and the school board agree that due notice in fair time be given in all cases of appointment, resignation or termination of service;
- f) The administrator and the school board avoid disparagement of fellow workers and predecessors;
- g) The administrator and the school board are impartial in all relationships with the students;
- h) The administrator evaluates the teachers' work, and helps with their problems; the school board requires such supervisory assistance;
- i) The administrator actively participates in the work of local, state and national professional education associations; the school board actively participates in the work of township, county, district, state, and national school boards associations;
- j) The administrator uses ethical procedures in securing positions; the school board uses ethical procedures in filling positions;
- k) The administrator accepts no compensation from firms commercially interested in the school; no member of the school board accepts such compensation.
- l) The administrator endeavors to maintain good mental and physical health; the school board provides a healthful environment;
- m) The administrator develops through continued study, travel, participation in professional and community life and through wholesome human relationship; the school board stimulates and encourages professional growth of the administrator.

# POLICY

1986  
Reviewed 10/18/06

4120

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 & Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff shall be obligated to meet these requirements at the time of employment or be eligible to meet requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in a job description for each position issued by the Superintendent of Schools.

Commissioner's Regulations 80.4  
Education Law Section 1709

# POLICY

1986  
Reviewed 10/18/06

4200

Administration

## **SUBJECT: LINE OF 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.

# POLICY

1986  
Reviewed 02/25/14

4210

Administration

## **SUBJECT: ABOLISHING A 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, and must be given thirty (30) days prior to the effective date of abolition. In all cases the individual currently holding the position should receive as much advance notice as possible, preferably sixty (60) or more days.

Education Law Section 1709

# POLICY

1986  
Reviewed 02/25/14

4220

Administration

**SUBJECT: ADMINISTRATIVE AUTHORITY DURING ABSENCE OF THE  
SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools shall delegate an administrator or employee who shall have the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

# POLICY

1986  
Reviewed 02/25/14

4230

Administration

## **SUBJECT: ADMINISTRATIVE LATITUDE IN 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 deal with new policy concerns in a manner most consistent with the goals and general policy of the school district.



# POLICY

1986  
Reviewed 02/25/14

4240

Administration

## **SUBJECT: EVALUATION OF ADMINISTRATIVE STAFF**

The Board shall direct the Superintendent to conduct a continuous program of supervision and evaluation of all administrative personnel.

The primary 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 promote a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the district.

# POLICY

1986

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Revised First Reading 02/12/2020

Second Reading 03/11/2020

Administration

## **SUBJECT: SUPERINTENDENT'S EVALUATION**

The Board of Education shall annually conduct a formal performance evaluation of the Superintendent of Schools. The procedures, timelines, and evaluation instrument shall be bound by contract between the District and the Superintendent of Schools in accordance of Education Law and/or Commissioner's Regulations.

Commissioner's Regulations  
Part 100.2 (o)

Adopted by the BOE 03/11/2020

# POLICY

1986

4300

Reviewed 10/18/06

Administration

## **SUBJECT: SUPERINTENDENT – BOARD OF EDUCATION RELATIONS**

The Board of Education is accountable for all pursuits, achievements and duties of the school district. The Board's specific role is to deliberate and to establish policies of the organization, but not to implement. The Board delegates authority with limitations to the Superintendent who, acting as chief executive officer, is held fully accountable to the Board for compliance with its policies.

1. With respect to school district goals and objectives, the Board will establish general guidelines which, at minimum must be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.
2. Generally, the Superintendent will be empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and, to exercise such other powers as are customary for chief executives.
3. The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the board has entered; or, in violation of policies adopted by the Board to limit the Superintendent's authority.
4. Should the Superintendent or designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that decision. The Board will decide whether such judgment was warranted.
5. When law or other authority calls for Board approval of decisions that the Board would rather delegate to the Superintendent, Board approval will be routinely given if those decisions have been made within the restrictions of Board policies.

# POLICY

1986  
Reviewed 10/18/06

4400

Administration

## **SUBJECT: 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.

Commissioner's Regulations 100.3 and 80.4

# POLICY

1986  
Reviewed 02/25/14

4500

Administration

## **SUBJECT: COMPENSATION AND RELATED BENEFITS**

The salary and related benefits of administrators are set annually by the Board of Education upon the recommendation of the Superintendent.