

POLICY

2012

4330

Administration

SUBJECT: ADMINISTRATIVE STAFF

School Business Official

The School Business Official shall 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 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.

Assistant Principals *

Assistant principals may be employed in the middle schools and high schools. The assistant principal is responsible for all duties assigned to him/her by the building principal and shall report directly to the principal.

Subject Coordinators*

Employees may be designated as coordinators with various ranges of responsibilities as indicated by their respective titles and job descriptions.

* Presently, no Assistant Principals or Subject Coordinators are employed in the District.

Support Staff Administrators

Non-Instructional or support staff administrators may include but are not limited to the following, based on the needs of the District. Administrators may carry more than one title according to job requirements and the discretion of the Superintendent. All non-instructional administrators shall report directly to the Superintendent of Schools.

School Lunch Manager
Superintendent of Buildings and Grounds
Transportation Director

8 New York Code of Rules and Regulations
(NYCRR) Section 80.4

See also: Policy #4212 Organizational Chart

Date of Adoption: March 20, 2012