

THREE VILLAGE CENTRAL SCHOOL DISTRICT

ADMINISTRATION

SERIES 3000

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THREE VILLAGE CENTRAL SCHOOL DISTRICT

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ADMINISTRATION RESPONSIBILITIES

The primary responsibility of District administration is to coordinate and supervise, under the policies of the Board of Education, the creation and operation of an environment conducive to effective learning. The Board will rely on the Superintendent of Schools to implement Board policies and to promote the development of an outstanding school system.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies, which are implemented through the Superintendent. Building Principals and central office administrators are all expected to administer their units in accordance with Board policy and the Superintendent's rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness, and wise leadership--as well as consideration and concern for staff members, students, parents, and others--are essential for effective administration.

The Superintendent, each Building Principal, and all other administrators shall have the authority and responsibility necessary for their specific administrative assignments. Each shall also be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations of the Superintendent, and for holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent is responsible for clearly specifying requirements and expectations for all other administrators, and for holding each accountable by evaluating how well requirements and expectations have been met.

Major responsibilities of administration in the District are:

1. to manage the District's various departments, units, and programs effectively;
2. to provide professional advice and counsel to the Board and to advisory groups established by Board action. Preferably, when feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives;
3. to implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as: (a) providing leadership in keeping abreast of current educational developments; (b) arranging for staff development necessary to the establishment and operation of learning programs that better meet learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing access to the decision-making process for the ideas of staff, students, parents, and others.

The Board, Superintendent and all other administrators should work together so that the school runs smoothly. Furthermore, the Board encourages community, staff and administrative communication and response on administrative regulations.

Adoption date: December, 1991

Revised: January 12, 2010

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SUPERINTENDENT OF SCHOOLS

The Board of Education shall by a majority vote appoint a Superintendent of Schools for a term of three years. This contract shall be reviewed in accordance with the provisions agreed upon by the parties and made part of the contract. The Superintendent shall serve as the chief executive officer of the Board and as such shall carry out the policies established by the Board.

The Superintendent is the executive officer for the Board of Education and the unitary leader of the school district. In harmony with the policies of the Board, the Laws of New York State, and the Commissioner's Regulations, the Superintendent has executive authority over the school system and the sole responsibility for its effective functioning.

The Superintendent attends all meetings of the Board and participates in all of its deliberations. The Superintendent advises the Board in policy development and general planning and assumes initiative in presenting associated issues to the Board for consideration.

The Superintendent provides data and information to the Board concerning progress and problems of the District. The Board depends upon the Superintendent for educational leadership and professional counsel in its deliberations.

In emergency matters, the Superintendent is authorized by the Board to act at his/her discretion subject to subsequent approval by the Board.

The Superintendent shall be accountable at all times to the Board.

Ref: Education Law §§1711; 2508

Adoption date: December, 1991

Revised: January 12, 2010

THREE VILLAGE CENTRAL SCHOOL DISTRICT

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DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools, as chief executive officer of the Board of Education, will have the specific powers and duties discussed below and will be directly responsible to the Board for their proper exercise.

Attendance at Meetings

The Superintendent shall attend all regular and special meetings of the Board and executive meetings of the Board at the Board's request.

Employment of Staff

The Superintendent shall nominate employees for appointment, promotion, and transfer, and he/she shall make recommendations to the Board regarding salary and tenure of all employees, with the exception of the District Clerk, District Treasurer, and District Claims Auditor. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board.

Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year.

Recruitment of Staff

The Superintendent is responsible for the recruitment of qualified professional, civil service, and non-certified personnel, with the exception of the District Clerk, District Treasurer, and District Claims Auditor. He/She shall develop procedures for the selection of staff members. He/She shall establish standards for teacher selection, and he/she shall provide a framework for continuing in-service training of all professional staff members.

With the exception of the District Clerk, District Treasurer, and District Claims Auditor all individuals employed by the District are responsible directly or indirectly to the Superintendent. The Superintendent has ultimate responsibility for the action of all subordinates.

Supervision of Instruction

The Superintendent shall recommend to the Board the courses of study to be offered in the school and the textbooks to be used and he/she shall have responsibility for the supervision of instruction. He/She shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum.

Supervision and Evaluation of Staff

The Superintendent shall be responsible for the supervision and evaluation of all staff members, with the exception of the District Clerk, District Treasurer, and District Claims Auditor.

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Student Activities

The Superintendent shall require that all student activities be properly conducted and supervised.

Supervision of Building and Grounds

The Superintendent shall be responsible for the supervision of the building and grounds. He/She shall be responsible for the proper operation of the plant and all facilities. He/She shall develop plans and make recommendations to the Board on the maintenance, alteration, repair, and improvement of the building and other facilities.

District Planning

The Superintendent shall formulate and recommend to the Board for evaluation and approval, long- and short-range objectives and basic policies for all aspects of the District's programs and operations. He/She shall provide for the development and implementation of long- and short-range plans for achieving district objectives and recommend such plans to the Board for final approval.

District Evaluation and Improvement

The Superintendent shall appraise the performance and progress of the District through effective controls and reports of district activities, and, through contacts and conferences with key subordinates, initiate corrective action where required. He/She shall provide the Board with reports and information that will enable the Board to review critically the operation of the District and to provide constructive advice and guidance as to improvement possibilities.

Annual Budget

The Superintendent shall prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She shall mail a copy of the Board's proposed annual budget to all district residents.

Budget

The Superintendent shall be responsible for seeing that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/She shall have the authority to approve and direct all purchases and expenditures. He/She shall be responsible for ensuring that regular reports are made to the Board on the status of the budget.

Supervision of Supplies and Materials

The Superintendent shall see that all necessary bookkeeping and accounting records are maintained by the District.

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Laws and Regulations of the State Education Department

The Superintendent shall see that all laws and regulations that affect the school district are complied with.

Relations with the Board

The Superintendent shall serve as a resource person and advisor for the Board. He/She shall provide the Board with reports and recommendations regarding all operations of the school and school district.

Negotiations

The Superintendent shall in conjunction with the board designated negotiator(s) advise the Board in all collective bargaining matters.

Public Relations

The Superintendent shall supervise the public relations activities of the District. He/She shall keep the community informed about school matters. He/She shall act as a consultant to the community to improve the educational opportunities for both children and adults.

Ref: Education Law §§1604(8); 1711; 1804

Adoption date: December, 1991

Revised: January 12, 2010

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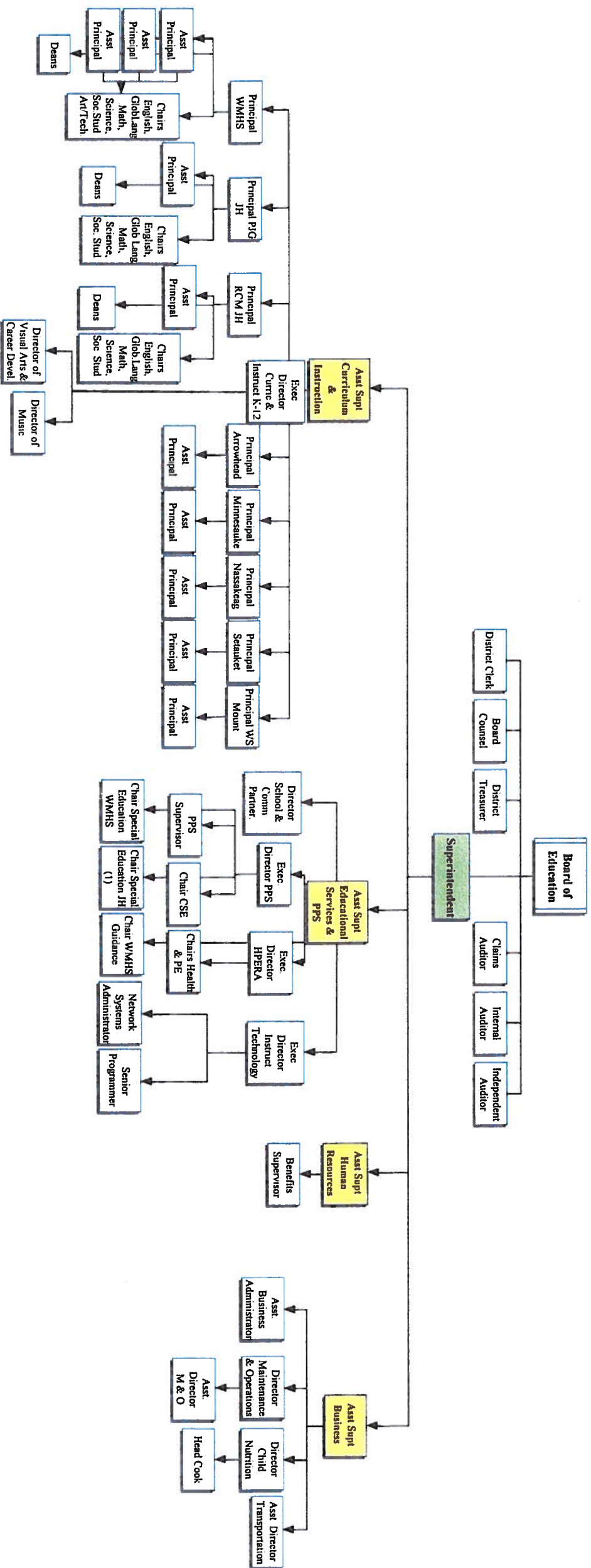
ORGANIZATION CHART

The Superintendent of Schools shall maintain an administrative organization chart showing the relationship among the various administrators and staff.

Adoption date:

Reviewed by Policy Committee: October 15, 2009

Three Village Central School District
 Table of Organization
 2010-2011



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BOARD REVIEW OF REGULATIONS

The Board of Education shall receive a copy of all administrative regulations within ten days of when they are promulgated.

Adoption date: December 1, 1991

Reviewed by Policy Committee: October 15, 2009

STAFF/STUDENT HANDBOOKS

In order that pertinent Board of Education policies, District regulations, and departmental and/or school rules and procedures may be known by all staff members and students affected by them, district administrators and Building Principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with district-wide policies and regulations; it is also important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects credit on the District. All handbooks published shall have been reviewed by the Superintendent of Schools prior to publication.

As in the case of regulations affecting staff members, handbooks published specifically for a particular group of employees shall be distributed to all of the employees affected.

Adoption date: December 1, 1991

Reviewed by Policy Committee: October 15, 2009