Huntington Union Free School District

ADMINISTRATION

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SUBJECT: SCHOOL ADMINISTRATION

The Board of Education shall provide an administrative staff sufficient to meet the needs of the District for instructional and supportive functions.

Adopted: 6/11/01
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.

8 New York Code of Rules and Regulations
(NYCRR) Section 80.4
Education Law Section 1709

Adopted: 6/11/01
SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

a) The working relationships shall involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer 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 chief school officer 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.

Adopted: 6/11/01
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.

Adopted:  6/11/01
SUBJECT: ORGANIZATIONAL CHART:

Huntington Union Free School District

District Treasurer → Board of Education → District Clerk

Office of Superintendent of Schools

Office of Finance & Management Services
- Business Office
- Facilities & Maintenance
- Cafeteria
- Transportation
- Security

Office of Community Resource/Information & Research

Office of Human Resources
- Instructional Staff
- Non-instructional Staff

Office of Curriculum & Instruction
- Building Principals
- Directors
- Teachers
- Pupil Personnel Services
- Support Staff
- Services in Support of Curriculum & Staff Development

Adopted: 6/11/01
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, and must be given thirty (30) days prior to the effective date of abolition.

Adopted: 6/11/01
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.

Adopted: 6/11/01
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: 6/11/01
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: 6/11/01
SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF

Superintendent

Each year the Board, or a sub-committee of the Board, will meet to discuss a plan of performance review and accountability for that school year. The final plan adopted shall be the sole discretion of the Board. Such evaluation shall occur at least twice annually. The evaluation shall be conducted pursuant to the regulations of the Commissioner of Education and will be discussed only in an executive session. The only items to be discussed at those meetings are the performance of the Superintendent and the performance of the Board. The evaluation process is intended to provide the highest quality leadership for the school system. 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 August first 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 annual 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.

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(o)

Adopted: 6/11/01
SUBJECT: SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall possess the following powers and be charged with the following duties:

Relationship With the Board

a) As Chief Executive Officer of the School District, have the right to speak on all matters before the Board of Education or any committee of the Board, but not vote;

b) Be responsible for implementing the policies of the Board;

c) Prepare, in consultation with the Board President, an agenda for all meetings of the Board of Education;

d) Attend all meetings of the Board except certain executive sessions when the Board asks to meet without any administrators present;

e) Develop a harmonious and close working relationship with the Board. The Superintendent will discuss with the Board officers any differences among Board members that seem to be interfering with the work of the Board. The Board officers and Superintendents will seek to resolve the problems expeditiously. He/she shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. The Superintendent shall notify the Board if he/she perceives any serious difficulty with his/her ability to work with the Board;

f) Serve as a resource person and advisor to the Board. He/she shall keep the Board informed in a timely manner on issues, needs, and the operation of the school system. He/she shall offer advice to the Board, based on thorough study and analysis, on items requiring Board action;

g) Provide a continuous appraisal of all school policies originating with the Board. He/she shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those need;

Educational Direction and Leadership

a) Develop administrative regulations and procedures for implementing Board policy. He/she shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools. He/she shall interpret for the staff all Board policies and applicable laws, rules and regulations;

(Continued)
b) Understand and keep informed on all aspects of the instructional program at all levels. He/she shall have responsibility for the supervision of instruction and shall bring to the School District, 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 District, and keep the Board informed of all changes in curriculum;

c) Recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the District;

d) Develop and implement a positive, but effective, approach to student behavior and discipline;

e) Develop and implement sound personnel practices, consistent with law, Board policy and employee bargaining unit contracts, including recruitment, hiring, assignment, transfer, supervision, evaluation, promotion and discipline of all personnel;

f) Recruit qualified professional, civil service, and non-certified personnel;

g) Nominate employees for appointment, promotion, or dismissal in accordance with the policies of the Board and the procedures outlined by law;

h) Make recommendations to the Board regarding the granting of tenure to eligible employees with a full explanation for each recommendation;

i) Temporarily suspend any employee for cause and promptly report such suspension to the Board;

j) Reemploy all employees according to contract and/or law, and whose performance merits reemployment upon the adoption by the Board of the budget for the following year, unless Board action reduces the size of the workforce;

k) Supervise and evaluate all staff members;

l) Develop and maintain good staff morale;

m) Be impartial, firm and fair in dealing with staff;

n) Encourage in-service education and the professional growth of staff through all appropriate means;

o) Advise the Board, in conjunction with the Board-appointed labor counsel, in all employee bargaining unit matters;
(Continued)
SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

Financial Management

a) Prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/she is responsible for ensuring that the budget, as adopted by the Board after the annual budget vote, is properly administered. He/she shall ensure that regular reports are made to the Board on the status of the budget;

b) Establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/she shall ensure that all necessary bookkeeping and accounting records are maintained by the District.

c) Supervise operations, maintenance, renovations and repairs to buildings and grounds, insisting on competent and efficient performance;

d) Evaluate District facility, equipment and supply needs;

Management Functions

To coordinate and manage the District so that the school operates smoothly and efficiently by:

a) Planning: determining needs, establishing goals and priorities, planning for the short and long range;

b) Organizing: assigning duties and establishing lines of authority and communications;

c) Controlling: ensuring that progress is being made toward goals and priorities, disciplining, making necessary staffing allocations, and evaluating staff;

d) Decision making: collecting and analyzing data, choosing appropriately from a variety of available options and decision making techniques;

e) Problem solving: exhibiting sensitivity to problems, anticipating problems and taking effective preventive actions, using successful problem solving techniques;

f) Communicating: giving and receiving information effectively both orally and in writing, and facilitating the exchange of information, views and opinions;

(Continued)
SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

Other Duties

Perform such other duties as the majority of the Board may determine and in accordance with law.

Education Law, Section 1711 and 3003

Adopted: 6/11/01
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 for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

a) With respect to School District goals and objectives, the Board will establish broad guidelines to be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.

b) 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.

c) 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 that limit the Superintendent's authority.

d) Should the Superintendent or his/her designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment was warranted.

e) When law or other authority calls for Board approval of decisions that the Board has delegated to the Superintendent, Board approval will be routinely given if those decisions have been made within the limits of Board policies.

Education Law Section 1711
Adopted: 6/11/01
SUBJECT: ADMINISTRATIVE STAFF

Assistant Superintendent for Finance and Management Services

The Assistant Superintendent for Finance and Management Services 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 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.

Assistant Principals

Assistant principals shall 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.

Directors

Coordinators are staff officers who shall have various ranges of responsibilities as indicated by their respective titles and job descriptions.

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

Adopted: 6/11/01
SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board of Education shall encourage administrators to keep themselves 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 Section 77-b

Adopted: 6/11/01
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.

Adopted: 6/11/01