

200	SCHOOL ADMINISTRATION.....	1
210	Superintendent of schools.....	1
211	Superintendent/Board relationship.....	1
212	Appointment.....	2
	212.1 Qualifications.....	2
	212.2 Selection procedure.....	2
213	Executive officer of the District.....	2
214	Responsibilities to be performed by the Superintendent.....	2
218	Evaluation of the Superintendent.....	4
220	Central administrative staff.....	4
221	Appointment.....	4
	221.1 Qualifications.....	5
	221.2 Selection procedure.....	5
	221.3 District Office administrative staff eligibility for fringe benefits.....	5
	221.4 Confidential/managerial staff eligible for fringe benefits.....	5
230	Organization for administrative purposes.....	5
231	Administrative council.....	5
232	Administrative position descriptions.....	6
240	District residency for school administrators (Revised 6/11/91).....	6
241	Principal.....	7
	241.1 Appointment.....	7
	241.11 Qualifications.....	7
	241.12 Selection procedure.....	7
	241.13 Contract.....	7
	241.2 Duties.....	7
	241.3 Line of authority.....	9
242	Assistant principals.....	9
	242.1 Appointment.....	9
	242.11 Qualifications.....	9
	242.12 Selection procedure.....	9
	242.13 Contract.....	9
	242.2 Duties.....	9
	242.3 Line of authority.....	10
243	Assistant to the principal.....	10
	243.1 Appointment.....	10
	243.11 Qualifications.....	10
	243.12 Selection procedure.....	10
	243.13 Contract.....	10
	243.2 Duties.....	10

	243.3	Line of authority.....	10
244		Department chairmen (coordinators)*	10
	244.1	Appointment.....	10
		244.11 Qualifications	11
		244.12 Selection Procedure.....	11
		244.13 Contract.....	11
	244.2	The department chairman responsibility	11
	244.3	The department chairman authority.....	12
260		Administrative operations	12
261		Organization for administrative purposes	12
261.1		Units and structural relations	12
	261.2	Organization chart	12
262		Councils	12
	262.1	Administrative council	12
		262.11 Membership	12
		262.12 Function	13
		262.13 Meeting	13
	262.2	Teachers' council	13
263		Review of administrative regulations.....	13
264		Communications.....	13
	264.1	Communications with staff.....	13
	264.2	Communication with the community.....	14
265		Evaluation	14

210 Superintendent of schools

In accordance with the provisions of the Laws of the State of New York, Section 2507, the Board of Education shall employ a School District Administrator to administer the affairs and programs of the District, pursuant to a contract; and the position shall be designated as that of Superintendent of Schools.

The Superintendent shall be responsible for the implementation of the orders of the Board of Education, have administrative direction over all personnel of the District; and, as chief administrator or school district administrator, is responsible for advising on educational matters.

211 Superintendent/Board relationship

The basic principle for division of duties and responsibilities is that the legislative powers and functions shall belong to the Board, and the executive powers to the Superintendent. The Superintendent shall be the executive officer of the Board of Education.

There must be mutual respect and confidence between the Board and the Superintendent for efficient administration and high accomplishment in the school system. The Superintendent's powers are derived most frequently from "common consent," hence they depend not only on his personal and professional fitness, but also on the confidence and good judgment of the Board.

The Superintendent shall be an educational leader in the community, keeping the community informed on the schools' progress and requirements. He must give central leadership and direction to the educational program of the schools.

This program shall be consistent with Board policy and the Superintendent's advice shall be the basis for the continuous remaking of policy by the Board to meet the changing needs.

Both the Board and the Superintendent have a prime responsibility to be well informed on matters of educational policy and community attitude as a basis for wise policy decisions. These decisions by the Board should outline a clear course of action for the Superintendent, allowing room for his good judgment and without the Board's assuming administrative responsibilities.

212 Appointment

The Board of Education shall appoint the Superintendent and enter into a contract not to exceed five (5) years for him to perform the services as its school district administrator. (2507)

212.1 Qualifications

The Superintendent shall have a valid School District Administrator Certificate, issued by the New York State Education Department; have at least ten (10) years successful public school teaching, administrator, or supervisory experience, and have completed a program registered or approved by the State Department of Education for preparation of school district administrators.

212.2 Selection procedure

The Board will conduct as wide a search as possible in order to secure the best qualified person available. Present employees with the necessary and desirable qualifications are encouraged to apply and will be considered.

213 Executive officer of the District

As school district administrator of the District, the Superintendent is entrusted with full authority for the administrative management of the school system according to policies established by the Board.

214 Responsibilities to be performed by the Superintendent

The Superintendent shall be responsible to the Board for the performance of the following responsibilities:

(a) The Superintendent is responsible to the Board for all matters under his jurisdiction. He shall make periodic reports to the Board on all such matters, and recommend means of improving the general educational program. It shall be his duty to examine data and study reports on problems of instruction, management, and discipline, and to consider the application of new methods which may be applicable to the District.

(b) The Superintendent shall attend all meetings of the Board of Education,

and whenever necessary, meetings of its sub-committees, and shall be entitled to address the Board on any subject.

- (c) It shall be the responsibility of the Superintendent to enforce the policies and instructions of the Board, and the statutes and regulations of the State which are applicable to the District by the promulgation of the local regulations and procedures.
- (d) It shall be the responsibility of the Superintendent, on behalf of the Board of Education, to report to the Commissioner of Education as required by law.
- (e) The Superintendent is responsible for suggesting policies to the Board of Education and will work with the Board in the revision and formulation of policies.
- (f) The first concern of the Superintendent shall be the determination of curriculum adequacy and the scope and method of the educational program. It will be his responsibility to determine through personal visits and through regular reports received from his staff, the adequacy and progress of the educational program in individual schools, to suggest means for improvement, and to report any deficient condition of affairs.
- (g) The responsibilities of the Superintendent in relation to recommendation of new curriculum are: to keep abreast of all developments in education, and to report to the Board of Education on the same, together with his suggestion as to desirability and/or feasibility of curriculum improvements in the instructional program of the District.
- (h) The Superintendent shall be responsible for the submission of the proposed annual budget to the Board of Education. He shall also be responsible for the administration of the adopted budget and for keeping all related factual records.
- (i) The Superintendent is responsible to authorize attendance of members of the staff of the Enlarged Saratoga Springs City School District at such meetings and conferences whether national, State, County, or regional which, in his discretion, he deems to be advantageous to the District and the students within the District. In the event that such attendance shall exceed the allocation set forth in the annual school budget, then such attendance shall require action by the Board of

Education.

- (j) Perform other duties as may be assigned by the Board of Education.
- (k) It is the responsibility of the Superintendent to keep the public informed as directed by the Board of Education as to the progress and status of the educational program of the District.
- (l) It is the responsibility of the Superintendent to cooperate with business, industry, and civic leaders and organizations to develop curriculum to meet the needs and interests of the students and the community.

218 Evaluation of the Superintendent

The Board of Education believes that the evaluation of the management of the District is important to any assessment of District objectives and their fulfillment.

The Board of Education shall devote at least one Executive Session each year to a discussion of the working relationship between the Superintendent and the Board and shall evaluate in writing the Superintendent's performance based on goals and objectives mutually agreed upon established at a meeting held especially for this purpose.

220 Central administrative staff

The Superintendent shall have a central staff of administrators to head the major divisions of the District. This staff will consist of a Deputy Superintendent, Assistant Superintendent for Business, Director for Pupil Services, Assistant Director for Pupil Services, Director for Elementary and Middle School Education, Director for Technology and Programs, Coordinator for Staff Development and Special Programs, Director for Facilities & Operations, and as approved by the Board of Education.

221 Appointment

Central administrative staff shall be appointed by the Board of Education upon the recommendation of the Superintendent.

221.1 Qualifications

Same as 212.1.

221.2 Selection procedure

The Superintendent will conduct as wide a search as possible in order to secure the best qualified person available. Present employees with the necessary and desirable qualifications are encouraged to apply and will be considered.

221.3 District Office administrative staff eligibility for fringe benefits

District Office administrative staff members not covered by collective bargaining agreements will receive, but not be limited to, all fringe benefits enjoyed by other professional groups as contained in negotiated contracts provided by the Board of Education.

Notwithstanding the above policy, commencing July 1, 1991 such administrators will be required to contribute ten percent (10%) of the cost of medical and dental insurance premiums. However, this requirement for contribution shall not be applicable to administrators who retired effective on or before July 1, 1991.

221.4 Confidential/managerial staff eligible for fringe benefits

All fringe benefits found in the C.S.E.A. contract will be extended to the confidential/managerial staff except sick leave bank, and dental program. The confidential/managerial staff will be included for coverage under the New York State disability insurance plan and will be eligible for the dental plan as contained in the Agreement with the Saratoga Springs Teachers Association.

230 Organization for administrative purposes

231 Administrative council

The council is composed of District Office administrators and principals for the primary purposes of:

- a. Exchange of educational ideas
- b. Exploration of curriculum and administrative concerns

- c. Improvement of communications among administrative team
- d. Devising methods to evaluate the effectiveness of programs

232 Administrative position descriptions

Position descriptions shall be maintained by the Superintendent for all administrative positions and revised as needed.

240 District residency for school administrators (Revised 6/11/91)

- a. The person filling each of the following positions shall be required to become a resident of the School District no later than one year after commencement of employment. Failure to establish residence in the District as required by this policy shall be grounds for termination of the employee's appointment.

- Superintendent of Schools
 - Deputy Superintendent
 - Assistant Superintendent for Business
 - Director for Elementary & Middle School Education
 - Director for Special Services
 - Assistant Director for Pupil Services
 - Director for Information & Technology
 - Coordinator for Staff Development & Special Programs

- b. All things being equal, residency in the District will be a major factor in the initial employment decision of the persons filling the following positions. The Board reserves the right to ignore preferred residence in order to employ the person whom they consider to be the best candidate. Subsequent residency will be encouraged, but not required.

- Building Principals
 - Director of Physical Education
 - Assistant Principals
 - Coordinator of Personnel
 - Coordinator of Computer Technology and Programs, K - 12

241 Principal

Each school in the district shall be in the charge of a principal. Secondary principals shall be directly responsible to the deputy superintendent, and elementary principals shall be directly responsible to the director for elementary and middle school education.

241.1 Appointment

Each principal shall be appointed by the Board of Education upon the recommendation of the superintendent.

241.11 Qualifications

Principals shall hold a valid School Administration and Supervisor Certificate issued by the New York State Education Department, have at least ten (10) years successful public school teaching, administrative or supervisory experience, and have completed a program registered or approved by the State Department of Education for preparation of administrators or supervisors, or thirty (30) semester hours of graduate study with the major emphasis in educational administration and supervision.

241.12 Selection procedure

The procedure shall be as stated in Policy 221.12.

241.13 Contract (no information available)

241.2 Duties

The major duties of the Principal are:

- (a) Administer the school which he is assigned, in accordance with New York State Law, board policies and regulations, directions of the superintendent, and good practice.
- (b) Be the instructional leader of the school.
- (c) Responsibility for the instruction and curriculum improvement.
- (d) Responsibility for the general overall condition of the school plant and direct supervision of school staff except those assigned to operations and maintenance. The Director of

Operations and Maintenance under the direction of the Assistant Superintendent for Business and in conjunction with building administrators will be responsible for the physical plant and direction of the custodial staff in the respective schools.

- (e) Responsibility for the daily management of personnel assigned to the school except those under the direction of the Director of Operations and Maintenance. The Director of Operations and Maintenance, in conjunction with the building administrator, will be responsible for the management of the custodial staff.
- (f) Responsibility for all curricular and extracurricular activities which take place at the school or which are sponsored by the school.
- (g) Keep the superintendent fully informed about all activities at the school.
- (h) Cause special attention to be given to school attendance, and see that every effort is made to keep parents and/or guardians fully informed about their children.
- (i) Responsibility for seeing that all required reports are completed and filed in accordance with instructions.
- (j) Evaluate personnel and program as required, and communicate said evaluations to all personnel involved.
- (k) Shall not be absent from school without leaving someone in charge to assume responsibility for the operation of the school.
- (l) All other duties as may be assigned by the superintendent and/or director of elementary and middle school education, for elementary and middle school principals.
- (m) Preparing and administering approved school budget.
- (n) Participate in Administrative Council deliberations.
- (o) Maintain control of pupil behavior by developing self-discipline as rapidly as pupils are able to assume it.

241.3 Line of authority

The principal shall exercise line authority over all personnel, both certificated and non-teaching, in the school plant; except those to whom sub-administrators have been charged with line authority delegated by the principal.

242 Assistant principals

242.1 Appointment

Each assistant principal shall be appointed by the Board of Education upon the recommendation of the superintendent.

Assistant principals generally are assigned to secondary schools. (Currently have assistant principals at the middle school and Dorothy Nolan School)

242.11 Qualifications

Qualifications shall be as stated in Policy 241.11, for principals except experience shall be five (5) to seven (7) years.

242.12 Selection procedure

The procedure shall be as stated in Policy 221.12.

242.13 Contract (No information available)

242.2 Duties

The duties of the assistant principal are:

- (a) Act as the principal in the absence of the principal.
- (b) Responsible for all duties as assigned by the building principal.

242.3 Line of authority

The assistant principal will exercise line authority over all functions and staff, as assigned by the building principal

243 Assistant to the principal

243.1 Appointment

Each assistant to the principal shall be appointed by the Board of Education upon the recommendation of the superintendent.

243.11 Qualifications

Qualifications shall be as stated in Policy 241.11, for principals, except that five (5) years successful experience is required.

243.12 Selection procedure

The procedure shall be as stated in Policy 221.12.

243.13 Contract

The contract shall be as stated in Policy 242.13.

243.2 Duties

The duties shall be as stated in Policy 242.2.

243.3 Line of authority

The line of authority shall be as stated in policy 242.3

244 Department chairmen (coordinators*)

244.1 Appointment

1. Each department chairman and coordinator shall be appointed yearly by the Board of Education upon the recommendation of the superintendent.
2. Department chairmen shall be appointed for grades seven through nine and ten through twelve in English, Social Studies, Science, and Mathematics.

3. Department chairmen shall be appointed for grades seven through twelve in Business, Industrial Arts, Home Economics, Foreign Language, Art, and Guidance.
4. A coordinator shall be appointed in Music and Physical Education/Health/Athletics.

244.11 Qualifications

Each department chairman and coordinator shall hold or be working toward a School Administrator and Supervisor Certificate in his area of responsibility issued by the New York State Education Department and normally have at least seven (7) years successful teaching, administrative, or supervisory experience.

244.12 Selection Procedure

The procedure shall be as stated in Policy 221.12.

244.13 Contract

The contract shall be as stated in Policy 242.13

244.2 Responsibility

The department chairman shall be responsible for a total program of instruction which assures coordination and articulation between the secondary units.

- (a) The department chairman will accept those responsibilities delegated by the building principal(s) to provide the best educational program possible.
- (b) The department chairman will advise the building principal(s) on all matters relating to the functioning of his department.

244.3 Authority

The department chairman has line of authority over the members of his department.

*Coordinators (Music, Physical Education/Health/Athletics) shall be responsible for a total program of instruction which assures coordination and articulation for grades K-12.

260 Administrative operations

261 Organization for administrative purposes

The superintendent is the chief executive officer of the Board of Education, and is responsible to said board for all that transpires in the school district.

261.1 Units and structural relations

The central administrative unit has major divisions, each headed by an administrator. These divisions are: business, personnel, elementary/middle school education, secondary education and special services, technology, special projects, and facilities & operations.

Each school in the district is headed by a principal who is delegated the responsibility and authority for maintaining said school in accordance with law, board policy, superintendent's regulations and best practice.

261.2 Organization chart

See organization chart

262 Councils

262.1 Administrative council

262.11 Membership

The administrative council shall consist of central office administrators, and all principals.

262.12 Function

The administrative council shall deliberate and recommend to the superintendent on all matters pertaining to the operation of the school district.

262.13 Meeting

The administrative council shall meet when called by the superintendent.

262.2 Teachers' council

The agreement between the Board of Education, the superintendent, and the recognized certificated employees' organization shall govern the meetings of the teachers council with the superintendent or his delegated representative; and the Board of Education representative.

263 Review of administrative regulations

The superintendent has the responsibility of implementing board policy, as soon as feasible, by the issuance of regulations and/or procedures. The superintendent should consult with appropriate staff members in arriving at regulations or procedures which shall be presented to the Board of Education as an informational item.

264 Communications

264.1 Communications with staff

Intent and objectives

In the program of communications with staff, it is the policy of this district to provide for maximum interrelation of those media used in official communications with the certificated and classified staffs of the district, to minimize duplication of effort, and to facilitate consistency of action. The communications program should help to strengthen supervision and coordinate instructional efforts.

The ingredients of the district-wide program of communication (with the employees of the district) are principally four in number:

1. Planned, regular and recurring personal contacts between officials of the district office and personnel in the schools.

2. District and school-wide meetings of faculty and key classified personnel.
3. District-wide written communications media.
4. District-wide reports.

264.2 Communication with the community

The administration shall communicate by the issuance of handbooks and periodic reports to parents, by news accounts, and by school publications.

265 Evaluation

The superintendent and the staff shall devise means of evaluating the educational program, with a view towards accountability to the community and to the continual improvement of the program, to meet current and future needs.