

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