

### Board of Education

- Makes policy
- Plans/sets organizational/ Board goals
- Hires/evaluates superintendent
- Appoints school staff and grants tenure
- Sets negotiation parameters and ratifies collective bargaining agreements
- Adopts annual budget proposal
- Adopts construction proposals
- Evaluates changes to the educational program

### Superintendent

- Writes and implements board policy with the board
- Plans/sets district/superintendent goals
- Oversees evaluation of staff and recommends teachers/administrators for appointment/tenure
- Supervises assistant superintendents and principals
- Negotiates with employee units
- Recommends budgetary priorities/Develops annual budget proposal
- Makes construction, renovation recommendations
- Oversees fiscal management
- Ensures proper delegation of responsibilities
- Evaluates curriculum/academic program and recommends additions, changes
- Legal matters
- State/federal reporting
- District communications
- Staffing/personnel matters, including discipline issues
- Certification of instructional staff
- Enrollment projections/demographics
- Oversees all district staff

### Assistant Superintendent for Business

- Oversees pupil transportation, food services, plant management and capital construction
- Budget preparation/administration
- Financial accounting, reporting and planning
- Oversees district business office: Payroll, records management, tax collection, auditing, investing, purchasing and warehousing, employee benefits
- Risk management
- State Aid
- Fixed assets management
- Vote/election coordination
- Census
- Health and safety
- Energy management
- Insurance
- Title IX compliance (Staff)
- Contract administration
- Labor relations/negotiations
- Continuing education
- Oversees support staff
- Civil Service: Job classification, payroll certification, compliance
- Court matters related to personnel
- Oversees building-level and academic department administrators

### Assistant Superintendent for Curriculum & Instruction

- K-12 Curriculum, instruction and assessment
- Coordinates staff development
- Oversees K-12 intervention services
- K-12 testing program
- Federal grant programs
- Summer enrichment
- Instructional technology
- Title IX compliance officer (students/staff)
- Participates in negotiations
- Oversees building-level and academic department administrators
- Substitute teachers/support staff
- FMLA (Family Medical Leave Act)
- Certification of instructional staff
- SED Reporting (BEDS, VADIR)
- Employee attendance

### Principals

- Develop and implement school goals
- High visibility in the school, setting school climate
- Curriculum support
- Work with academic administrators to interpret student assessment data and establish instructional goals
- Academic administrator for the areas of art/music, foreign language, social studies, math (starting in 2011-12)
- Teacher observations/evaluations
- Teacher improvement plans
- Faculty/Department meetings
- Hiring, mentoring & support of teachers/support staff
- Supervision of office staff, assistant principals
- Communication with parents, school staff, students
- Summer school administration
- Budget development
- Scheduling
- Lunch/recess/late bus supervision
- Health and safety
- Student discipline (higher level)
- Supervision of Deans
- School policy support (dress code, code of conduct, etc.)
- Work with special education department to carry out IEPs, 504 plans, etc.
- Work with outside agencies
- Promoting/supporting/organizing student incentives and programs (assemblies, student groups, evening activities, character education, etc.)
- Parent conferences
- Teacher assignments
- Personnel issues
- Oversee building purchasing
- Collaborate with PTO/PTSO
- Serve on school, district committees

### Assistant Principals

- Daily discipline
- Health and safety
- Parent conferences
- School policy support (dress code, code of conduct, etc.)
- Academic administrator with principal for the areas of art/music, foreign language, social studies, math (starting in 2011-12)
- Work with special education department
- to carry out IEPs, 504 plans, etc.
- Organization and prep for NYS/Regents exams
- Staff evaluations
- Class placements
- Student attendance
- Professional development
- Work with principal to develop and carry out school-wide initiatives/events
- Work with principal to develop/coordinate summer school
- Monitor cafeteria/playground/halls/bus area
- Scheduling
- Oversee cafeteria helpers
- Communication with parents/staff/students
- State/federal reporting
- High visibility in the school, setting school climate
- Work with outside agencies
- Duty schedules for staff
- Oversee at-risk students
- Monitoring potential/ongoing bullying and/or behavior situations. Oversee necessary interventions.
- Oversee detention

### Subject Area Academic Administrators

- Evaluation, professional development and supervision of all department staff in the following areas: English language arts/literacy, science/technology/engineering, and math (math duties transferred to building administrator in 2011-12).
- AIS monitoring
- Benchmark assessments
- Oversee ordering, maintenance of supplies for all departments
- Facilitate administration of 3-8 testing and Regents exams
- Analyze 3-8/Regents testing data and establish instructional goals/changes based on data
- Monitor NYS standards and adjust/develop curriculum as needed. Ensure consistency across grade levels/buildings
- District Chemical Hygiene Officer/Materials Safety Data Sheets/Chemical Laboratory Safety
- New Program Development
- Mandated state/federal reporting
- Arranging for resources/experiences for courses

### Administrator for Student and Operational Support Services

- Evaluation, professional development and supervision of all department staff in the areas of counseling and student support
- Federal Title I Parent Involvement/AIS Monitoring
- Residency/McKinney-Vento Homeless Liaison
- Chief Information Officer
- ESL Compliance
- Scheduling
- Home Bound Tutoring
- 6-12 Course Registration
- Mandated state/federal reporting
- Work with outside agencies
- Student support services (non-instructional and instructional)
- Home instruction
- Arranging for resources/experiences for courses
- Assist in budget planning and development

### Director of PE, Athletics & Health Education

- Evaluation, professional development and supervision of all department staff in the areas of health and physical education
- Development/oversight of health/physical education curriculum
- Hiring/oversight of coaches
- Athletic scheduling
- Liaison with area/state school athletic organizations
- Mandated state/federal reporting
- Management of athletic facilities
- Enforce athletic code of conduct

### Director for Special and Alternative Education

- Evaluation, professional development and supervision of all department staff in the area of special education
- Mandated state/federal reporting/data submission
- Work with outside agencies
- Oversee all student 504 plans and individual education plans (IEPs)
- Ensuring that all IEP goals are addressed and the needs of students with disabilities are being met
- Oversee all special/alternative education testing
- Oversee/evaluate all existing special/alternative education programs
- Grant programs
- Communicating with parents