

ADMINISTRATIVE GOALS

The Board of Education recognizes that proper administration is vital to a successful educational program. The Board expects the educational administration to direct, coordinate and supervise students and staff in their efforts to reach the goals and objectives adopted by the Board.

Within the guidelines of Board policy, negotiated agreements and state law, the Board expects the educational administration to:

- Provide up-to-date information and sound professional advice to the Board, as an aid to rational decision-making.
- Plan, organize, implement and evaluate the educational programs established by Board policy, in order to provide optimum educational opportunities to the students of the district.
- Provide these optimum educational opportunities at the lowest possible cost.
- Use efficient administrative and management procedures, in accordance with law and regulation, and developed after consultation with and among the Board, administrators and other appropriate staff members.
- Coordinate the resources of the community with those of the district.

Adoption date: September 9, 2003

SUPERINTENDENT OF SCHOOLS

The Board of Education shall by a majority vote appoint a Superintendent of Schools for a term of no less than three years and not to exceed five years. The Superintendent shall serve as the chief executive officer of the Board and as such shall carry out the policies established by the Board.

Ref: Education Law §§1711; 2508

Adoption date: September 9, 2003

ADMINISTRATIVE ORGANIZATION

The Superintendent of Schools is the chief executive officer of the district. During his/her absence, the Board of Education authorizes the Superintendent to designate an appropriate staff member to serve as acting supervisor.

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

Adoption date: September 9, 2003

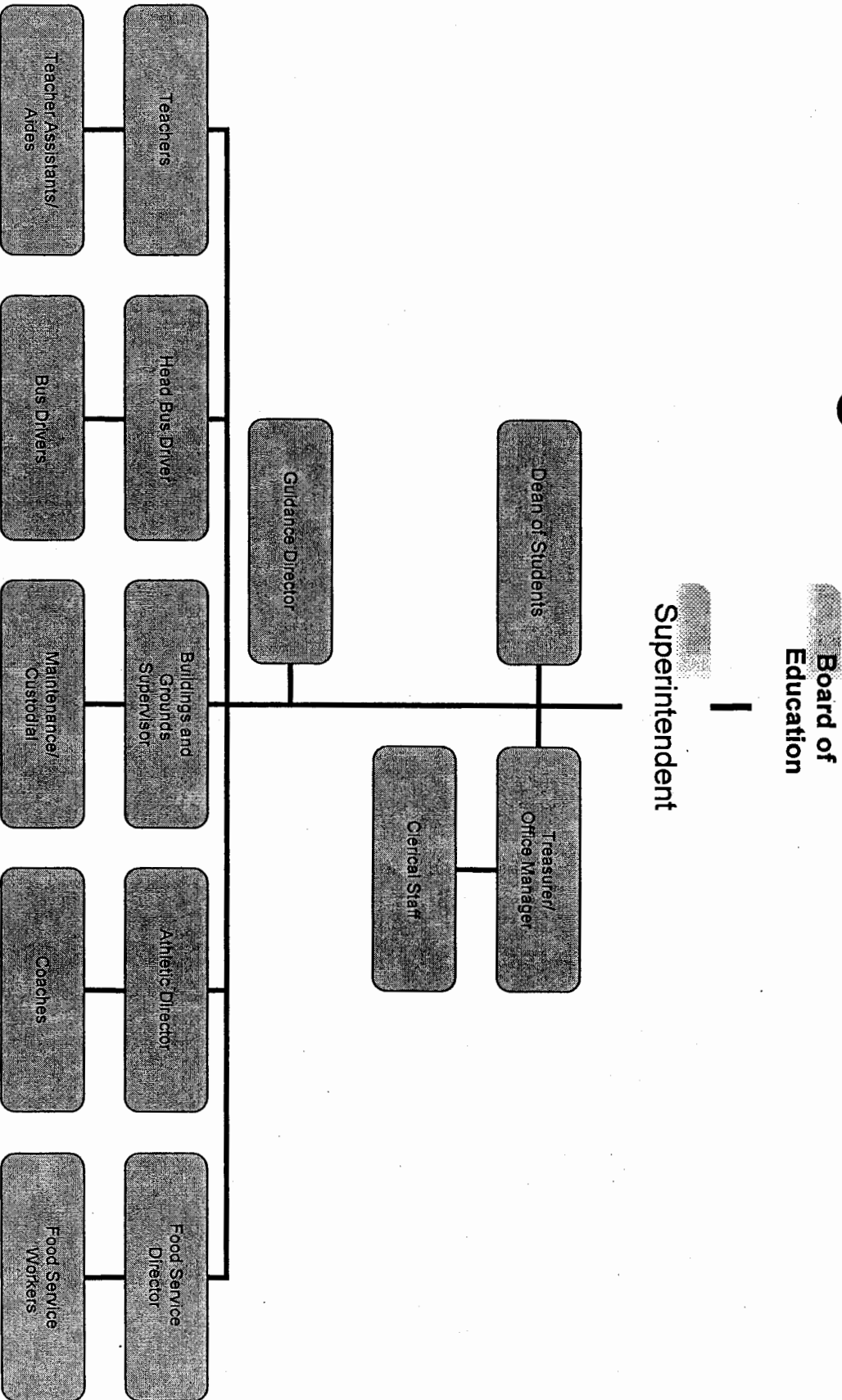
DISTRICT ORGANIZATION

Each employee in the school system shall be responsible to the Board under the general direction of the Superintendent. Teachers shall be immediately responsible to the Superintendent. Other employees shall be immediately responsible to the supervisory personnel under whom they work directly.

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

Adoption date: September 9, 2003

Willisboro Central School Organizational Chart



LINE AND STAFF RELATIONS

The following principles shall govern the administrative operation of the school system:

1. The Superintendent of Schools shall have specific responsibility for overseeing the district educational programs.
2. Responsibility shall flow from the Board of Education, to the Superintendent, to teachers.
3. Each member of the staff shall be informed as to whom he/she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. Each staff member shall be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
6. Each staff member shall be informed as to whom he/she should report to for help in carrying out his/her functions.

School Building Administration

The Superintendent of Schools shall delegate administrative authority to his/her assistant(s) within the district's system for the internal management of the schools, within established Board of Education policy and administrative regulations.

Line of Responsibility

Each employee in the school system shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Supervisors shall refer such matters to the next higher authority when deemed necessary.

All employees shall have the right to appeal any decision made by the supervisor at the next higher authority and through appropriate successive steps to the Board.

Adoption date: September 9, 2003

DEVELOPMENT OF REGULATIONS

The Superintendent of Schools shall be responsible for developing regulations consistent with policies of the Board of Education. In developing such regulations, the Superintendent shall, whenever feasible, seek the advice and opinions of any staff member who will be affected by the proposed regulations, and establish procedures to ensure that such advice and opinions are received.

The Superintendent shall give due weight to the opinions of staff, especially those offered by representatives of any bargaining units. The Superintendent shall inform the Board of any advice or opinions given by staff in presenting reports of administrative action or when presenting recommendations for action by the Board.

Ref: Education Law §§1709; 1711

Adoption date: September 9, 2003