

SUBJECT: ADMINISTRATIVE STAFF**Assistant Superintendent for Instruction**

The Assistant to the Superintendent for Instruction is responsible for all aspects of the elementary and secondary school programs and other duties as assigned by the Superintendent.

Assistant Superintendent for Business

The Assistant to the Superintendent for Business is responsible for all aspects of the business office, as set forth in Section 5000 of the policy manual and other duties as assigned by the Superintendent.

Assistant Superintendent for Pupil Personnel Services

The Assistant to the Superintendent for Pupil Personnel Services is responsible for all aspects of pupil personnel services including guidance services, social work services, health services, gifted and talented education, special education, and other duties as assigned by the Superintendent.

Building Principals/Director of Special Education

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. The Director of Special Education is responsible for direct oversight and the day-to-day operations of all aspects of the special education program. The director will work closely with the building principals in insuring the provision of appropriate special education services and is responsible directly to the Assistant Superintendent for Pupil Personnel Services. The Principal of Alternative Education is a half-time position responsible for direct oversight and the day-to-day operations of all aspects of the alternative education program. This principal will work closely with the secondary principals in coordinating the alternative education program with the general curriculum and is responsible directly to the Assistant Superintendent for Instruction.

Assistant Principals

Assistant principals may be employed in the elementary schools, middle school and high school. The assistant principal is responsible for all duties assigned to him/her by the building principal and shall report directly to the principal.

Director of Buildings and Grounds, Transportation and Food Service

Directors are staff officers who shall have various ranges of responsibilities as indicated by their respective titles and job descriptions. All are directly responsible to the Assistant Superintendent for Business.

(Continued)

2004

4330
2 of 2

Administration

SUBJECT: ADMINISTRATIVE STAFF (Cont'd.)

Subject Coordinators

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: 06/17/04