

# POLICY

2004

4211  
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Administration

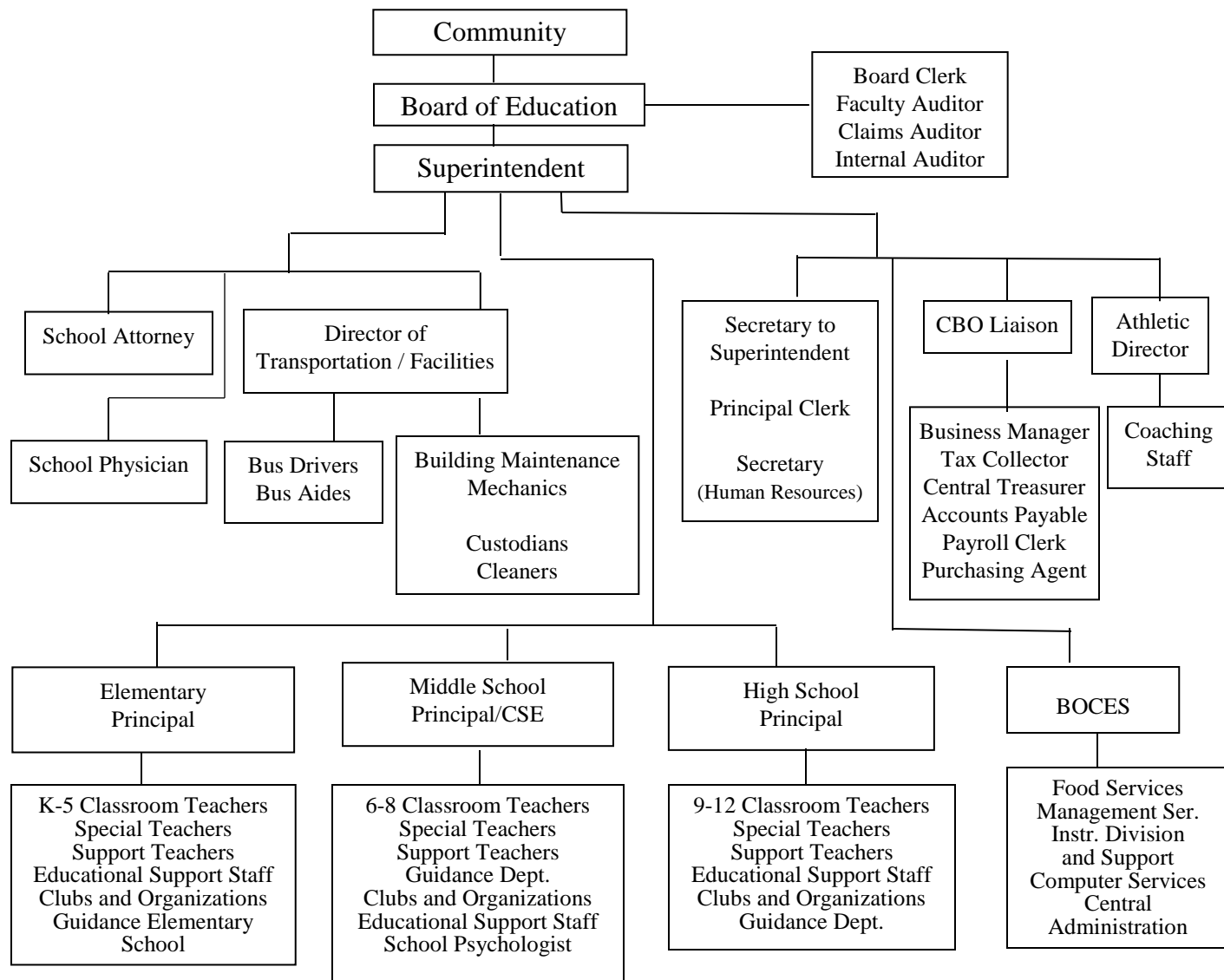
## **SUBJECT: LINE RESPONSIBILITY**

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

Adopted: 8/9/04

**SUBJECT: ORGANIZATIONAL CHART**



**Key:**

Special Teachers:  
Art, Music, Library  
Physical Education

Support Teachers:  
Reading, Math  
Special Education

Educational Support Staff:  
Secretaries, Nurses, Aides, Teacher Assistants

Adopted 8/9/04  
Revised: 05/22/06  
Revised: 11/09/09  
Revised: 04/28/10

Revised: 04/02/12  
Revised: 07/02/13  
Revised: 07/01/14

Revised: 07/23/15  
Revised: 08/03/16

# POLICY

2018

4230  
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Administration

**SUBJECT: ADMINISTRATIVE AUTHORITY DURING ABSENCE OF THE  
SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools may delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.

Adopted: 8/9/04  
Revised: 03/07/2018

**SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER  
ADMINISTRATIVE STAFF**

**Superintendent**

The Board of Education shall conduct annually a formal performance evaluation of the Superintendent. The formal procedures used to complete the evaluation are to be filed in the District Office, and to be made available for review by any individual, no later than August 1 of each year.

**Evaluation of Administrative Staff**

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel **in accordance with current Education Law and collective bargaining unit procedures.**

8 New York Code of Rules and Regulations  
(NYCRR) Section 100.2(o)(2)

Adopted: 8/9/04  
Revised: 03/07/2018

# POLICY

2004

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Administration

**SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Board of Education shall encourage administrators to keep themselves informed of current educational theory and practice by study, by visiting other school systems, by attendance at educational conferences, and by such other means as are appropriate.

The approval of the Superintendent shall be required for any conference attendance or visitations requested by administrators.

Participation shall be limited by available resources and reimbursement guidelines.

General Municipal Law Section 77-b

Adopted: 8/9/04