

Cooperstown Central School District

ADMINISTRATION

(Section 4000)

NUMBER

ADMINISTRATION

1.1 Administrative Personnel.....4110

ADMINISTRATIVE OPERATIONS

2.1 Administrative Organization and Operation.....4210
2.1.1 Line Responsibility4211
2.1.2 Organizational Chart.....4212
2.2 Abolishing an Administrative Position.....4220
2.3 Administrative Authority During Absence of the Superintendent of Schools4230
2.4 Administrative Latitude in the Absence of Board Policy4240
2.5 Use of Committees4250
2.6 Evaluation of the Superintendent.....4260

CENTRAL OFFICE AND BUILDING ADMINISTRATION

3.1 Superintendent of Schools4310
3.2 Superintendent-Board of Education Relations4320
3.3 Management Team4330
3.4 Administrative Council.....4340
3.5 Fact Book.....4350

COMPENSATION AND RELATED BENEFITS

4.1 Professional Development Opportunities4410
4.2 Compensation and Related Benefits4420

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 and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

Education Law Sections 1709 and 2503(5)

Adopted: 11/16/05

Administration

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to building principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff shall provide overall leadership and assistance in planning and research.
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

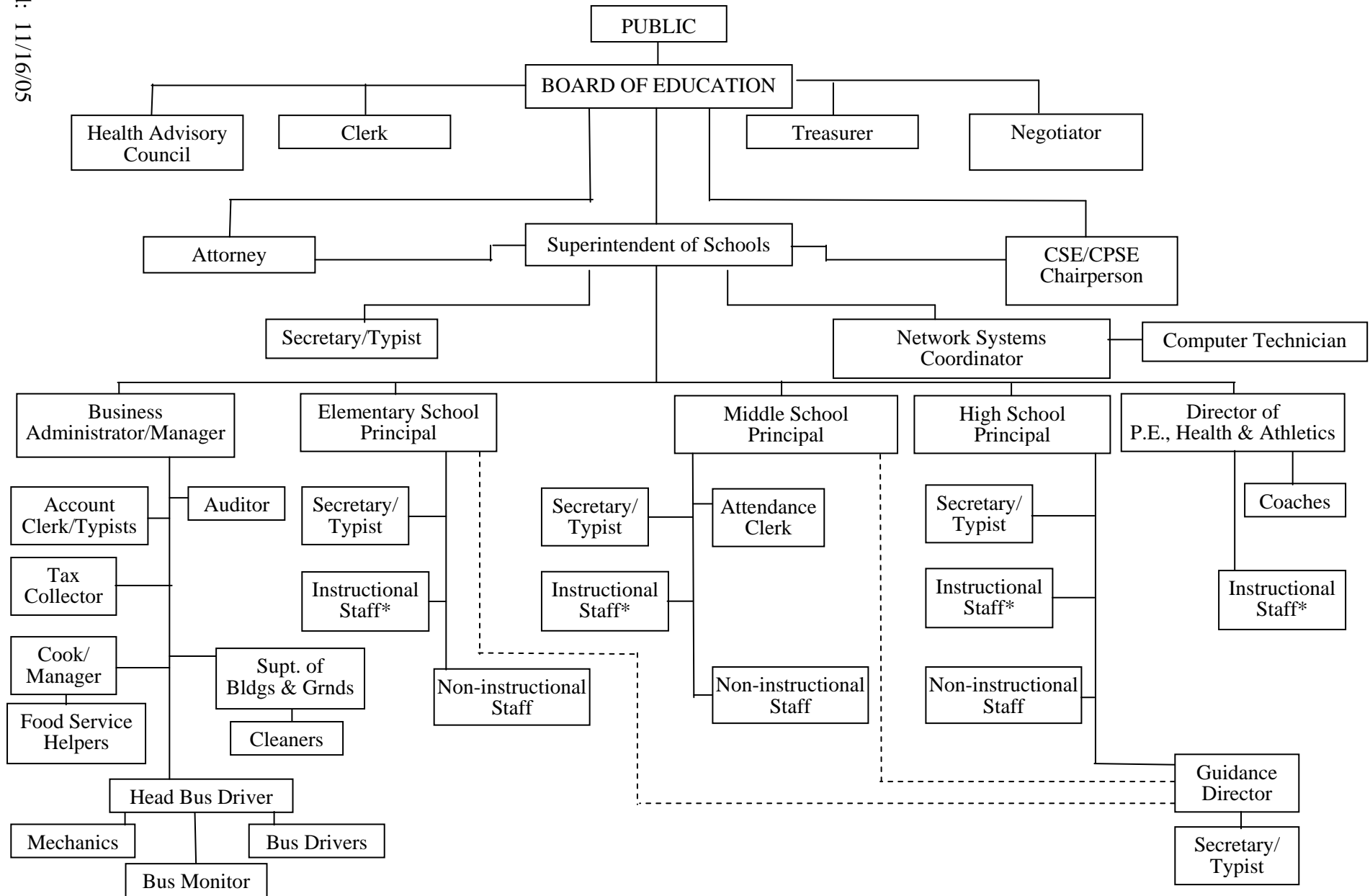
Administration

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.

COOPERSTOWN CENTRAL SCHOOL DISTRICT ORGANIZATION CHART



*Includes Guidance Counselors, School Nurse/Teacher and Speech Therapist

Administration

SUBJECT: ABOLISHING AN ADMINISTRATIVE POSITION

Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to be served to the individual currently holding that position. In all cases the individual currently holding the position should receive as much advance notice as possible.

Education Law Section 3013

Adopted: 11/16/05

Administration

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

The Superintendent of Schools shall 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: 11/16/05

Administration

SUBJECT: ADMINISTRATIVE LATITUDE IN THE ABSENCE OF BOARD POLICY

From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the School District and shall alert the Superintendent of Schools to the possible need for additional policy development.

Adopted: 11/16/05

Administration

SUBJECT: USE OF COMMITTEES

Standing and/or ad hoc committees may be appointed to study and to recommend courses of action in response to department, building or District needs. These committees may be appointed by the Board of Education, the Superintendent or other administrators, with the knowledge of the Superintendent, and in accordance with the range of responsibilities of the appointing body or administrator to whom the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

Adopted: 11/16/05

Administration

SUBJECT: EVALUATION OF THE SUPERINTENDENT**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.

The formal performance procedures shall include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent shall be granted the opportunity to respond to the evaluation in writing.

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

Adopted: 11/16/05

Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS

- a) As chief executive officer of the Board of Education, he/she shall attend all regular, special, and work meetings of the Board except that the Superintendent may be excluded when his/her employment contract or performance is discussed in executive session.
- b) He/she shall administer all policies and enforce all rules and regulations of the Board.
- c) He/she shall constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- d) He/she shall be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- e) He/she shall recommend to the Board the appointment of all instructional and support personnel.
- f) He/she shall be responsible for the preparation and recommendation to the Board of the annual School District budget in accordance with the format and development plan specified by the Board.
- g) He/she shall acquaint the public with the activities and needs of the schools through his/her written and spoken statements, and shall be responsible for all news releases emanating from the local schools.
- h) He/she shall be responsible for the construction of all salary scales and for the administration of the salary plan approved by the Board. Some of these salary scales will be developed within staff contracts negotiated under the provisions of the Taylor Law.
- i) He/she shall determine the need and make plans for plant expansion and renovation.
- j) He/she shall be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- k) He/she shall prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials.
- l) He/she shall plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.
- m) He/she shall plan and conduct a program of supervision of teaching staff that will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to have a high degree of competence will be recommended for tenure.

(Continued)

Administration

SUBJECT: SUPERINTENDENT OF SCHOOLS (Cont'd.)

- n) He/she shall continually strive to distinguish for all concerned between the areas of policy decisions appropriate to the Board and management decisions appropriate to the District's administrative personnel.
- o) He/she shall, when necessary and/or desirable, transfer such personnel as he/she anticipates will function more effectively in other positions. These transfers shall be made within the guidelines of state laws, District policies and negotiated contracts.
- p) He/she shall submit the data from the School Report Card and/or other such reports of student/District performance as prescribed by and in accordance with requirements of the Commissioner of Education.

Education Law Sections 1711, 2508 and 3003
8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(m)

Administration

SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS

The Board of Education is accountable for all pursuits, achievements and duties of the School District. The Board's specific role is to deliberate and to establish policies for the organization. The Board delegates the necessary authority to the Superintendent who, acting as chief executive officer, is held accountable to the Board for compliance with its policies.

- a) With respect to School District goals and objectives, the Board will establish broad guidelines to be observed in the development of further policy and action. The Board reserves the right to issue either restrictive or general policy statements.
- b) Generally, the Superintendent will be empowered to assign and use resources; employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executives.
- c) The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted business and professional ethics; in violation of any contract into which the Board has entered; or, in violation of policies adopted by the Board that limit the Superintendent's authority.
- d) Should the Superintendent or his/her designee consider it unwise or impractical to comply with an explicit Board policy, the Superintendent will inform the Board of that determination. The Board will decide whether such judgment was warranted.

Education Law Sections 1711, 2503 and 2508

SUBJECT: MANAGEMENT TEAM**Business Administrator/Manager**

The Business Administrator/Manager, under the Superintendent's supervision, has general charge of planning, organizing, coordinating and directing all business operations of the District in order to provide the best possible education services within the financial resources available. In addition, he/she:

- a) Supervises all accounting operations;
- b) Supervises the operation of support services, including plant operation, transportation, purchasing, and food service;
- c) Attends all regular meetings of the Board;
- d) Assists the Superintendent;
- e) Acts as an advisor to the Superintendent; and
- f) Assumes such other duties as assigned by the Superintendent.

This position is in the competitive class of the Civil Service.

Building Principal

The primary responsibility of the principal is to administer and supervise the school program in order to improve instruction, in accordance with Board policies and administrative procedures. The principal is the educational leader of the school building in which he/she works.

The principal is directly responsible to the Superintendent, and will keep him/her informed of the conditions and needs of his/her school. All authority and responsibilities of the principal are delegated by the Superintendent. These responsibilities include:

- a) Develops and implements curriculum as approved by the Board;
- b) Maintains an atmosphere conducive to learning;
- c) Supervises students;
- d) Supervises and evaluates personnel;

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SUBJECT: MANAGEMENT TEAM (Cont'd.)

- e) Cares for and protects the building, equipment, grounds, and other school property, and supervises use of his/her building;
- f) Maintains school records and prepares reports;
- g) Takes all reasonable precautions to safeguard the health and welfare of students and staff, formulates plans for emergencies and conducts evacuation drills and keeps written records of the drills;
- h) Interprets the educational program to the community, and creates and maintains a favorable image;
- i) Attends all regular meetings of the Board;
- j) Keeps informed of modern education thought and practice;
- k) Advises the Superintendent for policy need, and carries out all established Board policies;
- l) Keeps the Superintendent informed about all aspects of the school's operation; and
- m) Assumes other duties as assigned by the Superintendent.

This position is classified in the administrative tenure area. In accordance with Part 80 of the Commissioners Regulations, the person holding this position shall possess certification in administration.

Middle School Principal/Director of Physical Education, Health and Athletics

The responsibilities and duties of the middle school principal are the same as those listed under the *Building Principal* job description referenced earlier in this document.

The primary responsibility of the Director of Physical Education, Health and Athletics is to administer, supervise and provide leadership to the physical education, health and athletic program in accordance with Board policies and administrative procedures.

The Director is directly responsible to the Superintendent, and will keep the Superintendent informed of the condition and needs of his/her areas of responsibility. All authority and responsibilities of the Director are delegated by the Superintendent. These responsibilities include:

- a) Physical Education

(Continued)

Administration

SUBJECT: MANAGEMENT TEAM (Cont'd.)

1. Provides positive leadership for the department in instituting school plans and policies;
 2. Coordinates the department position on administrative matters and provides articulation between the department and administration;
 3. Acts as the department representative in interdepartmental and extra-departmental K-12 discussions;
 4. Provides leadership in developing methods of improving classroom instruction;
 5. Provides leadership in initiating, designing and implementing professional development and in-service programs;
 6. Provides leadership in developing and implementing necessary curriculum changes;
 7. Coordinates the department needs for equipment, supplies and materials, textbooks and contracted services; and
 8. Evaluates staff as directed by the Superintendent.
- b) Health
1. Provides leadership and oversight for health instruction K-12;
 2. Keeps abreast of current thought and practice in the area of health instruction;
 3. Assists administration as needed in the development and implementation of health curriculum; and
 4. Provides positive leadership for the health instructors in instituting school plans and policies.

Duties of Athletic Director

- a) Program: Administration and coordination of both the girls and boys athletic programs.
1. Developing the levels of activities.
 2. Administration and policy development for the total program.
 3. Carrying out the intent of the athletic program.

(Continued)

Administration

SUBJECT: MANAGEMENT TEAM (Cont'd.)

b) Staff:

1. Recruiting of new coaches.
2. Supervision of coaches as related to their job description and policies affecting their assignments.
3. Resource person to the coaching staff.

c) Scheduling:

1. Coordination of the total athletic schedule, Center State and non-league.
2. Coordination of the athletic schedule with facility usage.
3. Responsible for rescheduling all make-up activities including travel arrangements and officials.

d) Budgeting:

1. Preparing the total departmental budget which includes:
 - (a) Reviewing all individual sports inventories.
 - (b) Reviewing all budget item requests and approving all items requested for purchasing.
 - (c) Submitting bids and reviewing all bids connected with athletics.
 - (d) Preparing department purchase requisitions.
 - (e) Administering the departmental budget during the school year.

e) Center State Conference - Section III, NYSPHAA

1. Attend all Center State Conference meetings and act as the official representative for the Cooperstown Central School District.
2. Attend Section III Directors' meetings.
3. Coordinate all Section III activities as they pertain to the athletic program of Cooperstown Central School.
4. Administrate the rules and regulations of the Center State Conference, Section III and the NYSPHAA as they pertain to the athletic program of Cooperstown Central School.

f) Coordinate all school facilities related to physical education and athletics. This will include:

1. Scheduling practice and contest events.
2. Clearing facilities for dates as related to non-athletic events.

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SUBJECT: MANAGEMENT TEAM (Cont'd.)

- g) Scheduling officials:
 - 1. Responsible for scheduling officials for each athletic schedule.
 - 2. Responsible for the payment of officials.
 - 3. Contacting officials for postponements and rescheduling officials.
- h) Administrating team lockers:
 - 1. Assign team members lockers.
 - 2. Change combinations as needed.
- i) Training room:

Inventory and budgeting for this area.
- j) Athletic awards:

Directing the use of the letter awards.
- k) Central supply area:
 - 1. Inventory and budgeting of this area.
 - 2. Area is to include support service for maintaining athletic area and lining of fields.
- l) Coordination of travel:
 - 1. Set departure times.
 - 2. Responsibility of scheduling team bus or arranging for other travel arrangements.
- m) Evaluate coaches as directed by the Superintendent.

This position is classified in the administrative tenure area. In accordance with Parts 80 and 135 of the Commissioners Regulations, the person holding this position shall possess certification in physical education and administration.

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SUBJECT: MANAGEMENT TEAM (Cont'd.)**Evaluation Procedures**

By July 15* of each school year, each Administrator shall complete a self-evaluation and submit it to the Superintendent. This document will address each of the goals presented to the Board and will address the general responsibilities of his/her job description.

Between July 15 and August 1 of each year, the Superintendent shall present a written report to the Administrator and to the Board of Education indicating the quality of his/her performance. Recommendation for improvement and redirection of effort, if necessary, shall be a part of this report.

Based on the work of the Administrator in relation to the goals and responsibilities of the position as outlined above, the Superintendent shall make an assessment of the Administrator's performance based on the following scale:

- a) Outstanding
- b) Superior
- c) Good
- d) Fair
- e) Poor

The Administrator may add a supplemental statement to the Superintendent's evaluation if he/she so desires.

The Board, sitting as a committee of the whole with the Superintendent, will review, but not alter, the evaluation report. Comments during this phase will be communicated to the Administrator through the Superintendent.

8 New York Code of Rules and Regulations
(NYCRR) Section 80.4

* The Board may alter this schedule as circumstances warrant it.

Adopted: 11/16/05

Administration

SUBJECT: ADMINISTRATIVE COUNCIL

The Administrative Council is established for the purpose of establishing a regular means of communication among the management team, which consists of the Principals, the Business Manager, the Director of Physical Education, Health and Athletics and the Superintendent. It provides opportunities to keep administrative personnel updated on developments in the District; and provides direct input to the Superintendent for decision-making purposes, short and long-term planning, and identifying current and future problems or trends.

Meetings will be held as needed with a minimum of one meeting a month during the school year. Dates and times will be arranged in advance and, as far as possible, meetings will be planned at times most convenient for the administrative personnel. The Director of Physical Education, Health and Athletics will attend as determined by the Superintendent.

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4350

Administration

SUBJECT: FACT BOOK

The Board of Education recognizes the advantage of maintaining a current file of school statistical and budget information.

To this end the Business Manager assisted by the Clerk of the Board will develop and maintain a Fact Book on a current basis. As appropriate, Fact Book material may be stored and analyzed by computer.

Adopted: 11/16/05

Administration

SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board of Education shall encourage administrators to keep 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 Sections 77-b and 77-c

Adopted: 11/16/05

2005

4420

Administration

SUBJECT: COMPENSATION AND RELATED BENEFITS

The salaries and related benefits of administrators shall be set annually by the Board of Education upon the recommendation of the Superintendent.

Adopted: 11/16/05