

SUBJECT: ADMINISTRATIVE STAFF

School Business Administrator

The School Business Administrator shall be responsible for all phases of the District's business activity, as set forth in Section 5000 of the Policy Manual, and shall report directly to the Superintendent of Schools.

Building Principals

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.

Director of Student Support Services

The Director of Student Support Services shall be responsible for all phases of the District's special education programming/services as well as the programming and oversight of the District's English language learner population. The Director of Student Support Services is responsible for executing all Board of Education policies, State reports and performance plans, involving special education, English language learners, and other specific student support needs. The Director of Student Support Services directly supervises the special education department and English language learner staff. She/He shall report directly to the Superintendent of Schools.

Director of Instructional Support Services

The Director of Instructional Support Services shall be responsible for all phases of State Data Reporting and Data Security as well as 7-12 NYSED Testing. The Director of Instructional Support Services is responsible for executing all Board of Education policies, State reports and performance plans involving data reporting, State testing, Title grants, school safety, and climate and culture. The Director of Student Support Services directly supervises technology Department and school security staff. She/He shall report directly to the Superintendent of Schools.

Other Administrative Staff

Administrative staff not defined within this policy shall have employment areas and line of responsibility assigned at the time of their appointment.