

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

NA-2

TABLE OF CONTENTS

ADMINISTRATION
(Section 4000)

ADMINISTRATION
Administrative Personnel.....4110

ADMINISTRATIVE OPERATIONS
Administrative Organization and Operation.....4210
Administrative Authority.....4220
District Committees4230
Evaluation of the Superintendent and Other Administrative Staff.....4240

CENTRAL OFFICE AND BUILDING ADMINISTRATION
Superintendent of Schools4310
Superintendent-Board of Education Relations.....4320

COMPENSATION AND RELATED BENEFITS
Professional Development Opportunities4410
Compensation and Related Benefits4420

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4110

Administration

SUBJECT: ADMINISTRATIVE PERSONNEL

The Board shall provide an administrative staff sufficient to meet the needs of the District for instructional and supportive functions.

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board action as responsible for coordination of the administrative and supervisory tasks required to carry out Board 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 shall be eligible to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in job descriptions issued by the Superintendent.

8 New York Code of Rules and Regulations

(NYCRR) Section 80.4

Education Law Section 1709, 2503(5) and 3013

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4210

Administration

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The District administration will be organized in a manner assuring that the schools will be able to effectively carry out programs and respond to any new programs demanded by system need and/or opportunities.

The basic principles of Administrative Organization and Operation are:

- a) The legal authority of the Board will be transmitted through the Superintendent to other positions through the approved organizational structure.
- b) The working relationships shall involve two 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 coordinative or consultant people.
- c) The Board shall formulate and legislate educational policy.
- d) Administrative regulations shall be developed by the Superintendent in cooperation with administrative staff and school personnel.
- e) The central office staff shall provide overall leadership and assistance in planning and research.
- 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 within the school staff.
- h) As goals, curriculum, instructional arrangements and school services change, the School Board will investigate and consider recommendations of the Superintendent regarding possible revisions in the organizational structure.

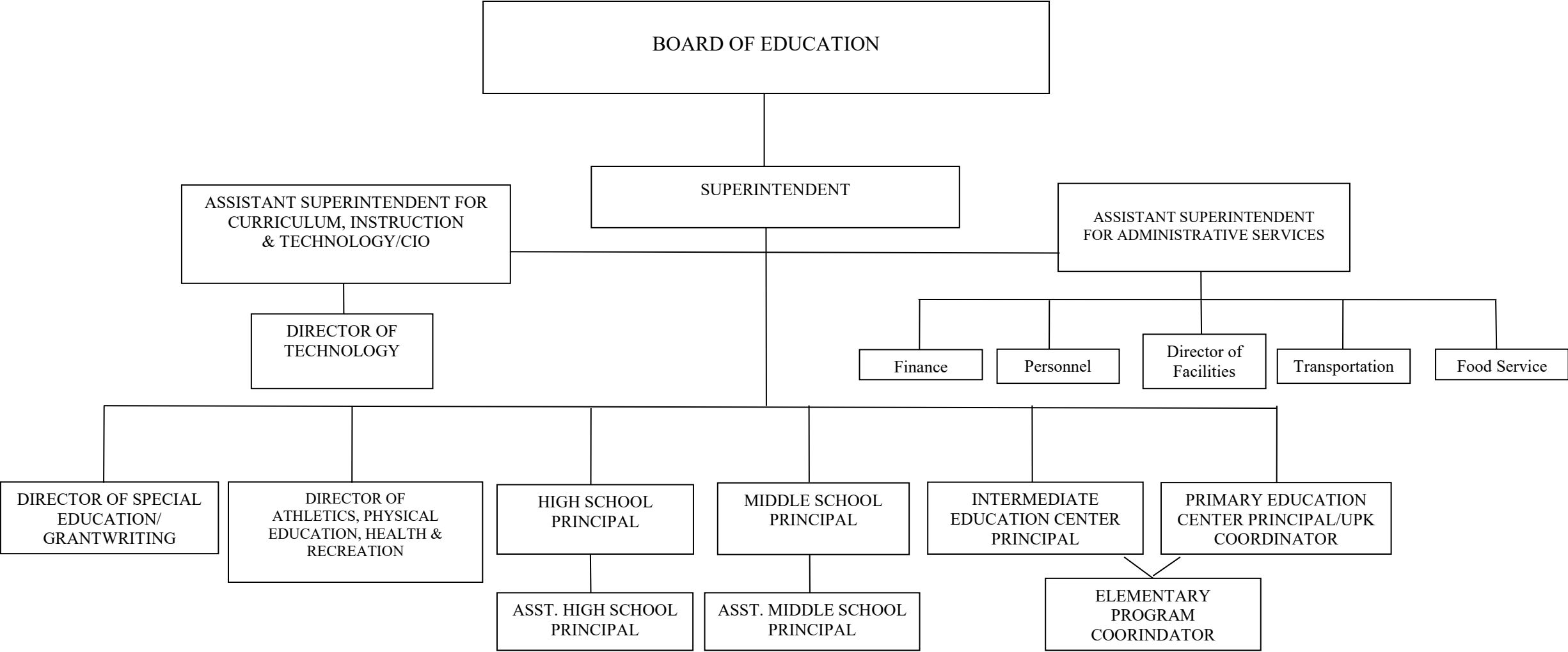
Line Responsibility

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.

Adoption Date: 06/13/2022

LEWISTON-PORTER DISTRICT LEADERSHIP TEAM ORGANIZATIONAL CHART Policy 4210



Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4220

Administration

SUBJECT: ADMINISTRATIVE AUTHORITY

During the Absence of the Superintendent

The Superintendent 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.

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 District and shall alert the Superintendent to the possible need for additional policy development.

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4230

Administration

SUBJECT: DISTRICT 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, 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 which the committee shall report. The composition of each committee shall reflect its purpose and each committee shall have a clear assignment.

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4240

Administration

SUBJECT: EVALUATION OF THE SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF

Superintendent

The Board shall annually conduct 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 first 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.

Evaluation of Administrative Staff

The Board shall direct the Superintendent to conduct an annual evaluation of all administrative personnel.

The purposes of this evaluation are:

- a) To determine the adequacy of administrative staffing;
- b) To improve administrative effectiveness;
- c) To encourage and promote self-evaluation by administrative personnel;
- d) To provide a basis for evaluative judgments by the Superintendent and the Board;
- e) To make decisions about continued employment with the District.

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

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4310

Administration

1 of 2

SUBJECT: SUPERINTENDENT OF SCHOOLS

The Superintendent shall be the chief executive officer and chief administrative officer of the District. He/she shall be responsible for the administration and operation of all of the buildings, personnel, property supervision, teaching, curriculum and for all other activities carried on within the school buildings or on the school properties. All aspects of this office shall be administered in accordance with the New York State Education Law, the Regulations of the Commissioner of Education and the Policies, Bylaws and Regulations of the Board. As chief executive officer of the District, he/she shall;

- a) 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) Administer all policies and enforce all rules and regulations of the Board.
- c) Constantly review the local school situation and recommend to the Board areas in which new policies seem to be needed.
- d) Be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
- e) Recommend to the Board the appointment of all instructional and support personnel.
- f) Be responsible for the preparation and recommendation to the Board of the annual District budget in accordance with the format and development plan specified by the Board.
- g) 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) 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) Determine the need and make plans for facility expansion and renovation.
- j) Be responsible for evaluating, promoting, and dismissing all professional and non-professional staff personnel.
- k) Prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials.

Continued

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4310

Administration

2 of 2

SUBJECT: SUPERINTENDENT OF SCHOOLS

- l) Plan and coordinate the recruitment of teachers and other staff to assure the District of the best available personnel.
- m) Plan and conduct a program of supervision of teaching staff which will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to be of a high degree of competence will be recommended for tenure.
- n) 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) 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) Submit 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.
- q) Be authorized to implement terms and conditions of employment incorporated into working agreements which have been negotiated, signed by the Superintendent of Schools and have been ratified by the Board.
- r) Prepare recommendations on items needing approval and present them to the Board at a scheduled Board meeting.

Education Law Sections 1711-5 and 2508

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4320

Administration

SUBJECT: SUPERINTENDENT - BOARD OF EDUCATION RELATIONS

The Board is accountable for all pursuits, achievements and duties of the 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 District goals and objectives, the Board will establish broad guidelines which must 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 which limit the Superintendent's authority.
- d) Should the Superintendent/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.

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4410

Administration

SUBJECT: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board 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

Adoption Date: 06/13/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

4420

Administration

SUBJECT: COMPENSATION AND RELATED BENEFITS

The salaries and related benefits of administrators shall be set annually by the Board upon the recommendation of the Superintendent and/or shall be in accordance with the terms and conditions of the applicable collective bargaining agreement/contract currently in effect.

Adoption Date: 06/13/2022