

- () Required
- (X) Local**
- () Notice

GOALS AND OBJECTIVES FOR ADMINISTRATION

The BOCES Board recognizes that proper administration is vital to a successful educational program. The Board expects the BOCES administration to direct, coordinate and supervise students and staff in their efforts to reach the goals and objectives adopted by the Board.

Within the guidelines of Board policy, negotiated agreements and state law, the Board expects the administration to:

- Provide up-to-date information and sound professional advice to the Board, as an aid to rational decision-making.
- Plan, organize, implement and evaluate the BOCES programs established by Board policy, in order to provide optimum educational opportunities to the students and efficient programs to component districts.
- Provide these programs at the lowest possible cost.
- Use efficient administrative and management procedures, in accordance with law and regulation, and developed after consultation with and among the Board, administrators and other appropriate staff members.
- Coordinate the resources of the community with those of the BOCES.

Ref: Education Law §§1604; 1711; 2507; 2508

Adoption date: June 15, 2009

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DISTRICT SUPERINTENDENT OF SCHOOLS

The BOCES Board shall by a majority vote appoint a District Superintendent of Schools for a term not to exceed three years. This contract shall be reviewed in accordance with the provisions agreed upon by the parties and made part of the contract. The District Superintendent shall serve as the chief executive officer of the Board and as such shall carry out the policies established by the Board.

The District Superintendent is the executive officer for the Board of Education and the unitary leader of the BOCES. Consistent with the policies of the Board, the Laws of New York State, and the Commissioner's Regulations, the District Superintendent has executive authority over the BOCES and the sole responsibility for its effective functioning.

The District Superintendent attends all meetings of the Board and participates in all of its deliberations. The District Superintendent advises the Board in policy development and general planning and assumes initiative in presenting associated issues to the Board for consideration.

The District Superintendent provides data and information to the Board concerning progress and problems of the BOCES. The Board depends upon the District Superintendent for organizational leadership and professional counsel in its deliberations.

In emergency matters, the District Superintendent is authorized by the Board to act at his/her discretion subject to subsequent approval by the Board.

The District Superintendent shall be accountable at all times to the Board.

Ref: Education Law §§1950(4)(a)(1); 2204

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DUTIES OF THE DISTRICT SUPERINTENDENT

The District Superintendent shall serve as Chief Executive Officer of the BOCES and shall be responsible to the Board. He/she shall direct the comprehensive offering of shared programs and services for BOCES component districts, and coordinate a variety of regional services in cooperation with neighboring BOCES. The District Superintendent shall assist the BOCES in the development and implementation of operational policies.

Basic Responsibilities

1. Conducts surveys among component districts to determine their needs for programs and services, and provides opportunity for suggested modifications.
2. Provides leadership to the directors of all programs and services, and coordinates the disparate activities as a unified enterprise. Provides direct supervision to the four divisions -- Career and Technical Education, Special Education, Regional Information Center and Management Support Services and Instructional Support Services.
3. Assists the Board of Cooperative Educational Services to perform its functions through recommending policies and actions, and insures that same are implemented within the spirit of the Board intentions.
4. Assists in the preparation of both program and administrative budgets, and recommends adoption and administration of the adopted budgets.
5. Plans, organizes and participates in a comprehensive program of communication with several publics with whom BOCES relates.
6. Provides regular and frequent contact with component chief school officers, fellow executive officers from the other BOCES, various officials of the State Education Department, leaders in state government and the business community.
7. Plans, directs and participates as required in all labor relations activities including personnel administration, negotiations, grievance procedure, etc.
8. Arranges for periodic reports to the board and component districts pertaining to all aspects of the BOCES enterprise.

Relationship with the Board

9. to serve as the Executive Officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/She shall work with the Board President in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board and executive meetings of the Board at the Board's request;
10. to develop a harmonious and close working relationship with the Board. He/She shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/She shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
11. to serve as a resource person and advisor to the Board. He/She shall keep the Board informed on issues, needs, and operation of the school system. He/She shall offer advice to the Board, based on thorough study and analysis, on items requiring Board action;
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13. to provide a continuous appraisal of all school policies originating with the Board. He/She shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs;

Program Direction and Leadership

14. to develop administrative principles and procedures for implementing Board policy. He/She shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other educational, social and recreational activities. He/She shall interpret for the staff all Board policies and applicable laws, rules and regulations;
15. to understand and keep informed on all aspects of the BOCES program at all levels. He/She shall have responsibility for the supervision of programs and shall bring to the BOCES, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the program of the BOCES, and keep the Board informed of all program changes;
16. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
17. to encourage a positive approach to student behavior and discipline;

Personnel

18. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/She shall develop procedures for the selection of staff members. He/She shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;
19. to recruit qualified professional, civil service, and non-certified personnel. He/She may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
20. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/She shall make recommendations to the Board regarding salary and tenure of all employees. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
21. to supervise and evaluate all staff members. He/She shall work for good morale and be impartial, firm and fair in dealing with staff;
22. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
23. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

Financial Management

24. to establish efficient procedures to maximize efficiency, safeguard assets and provide effective controls for all expenditures of funds in accordance with laws, rules and regulations applicable to BOCES. He/She shall ensure that all necessary bookkeeping and accounting records are maintained by the district;

Facilities Management

25. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
26. to evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the BOCES;

Community Relations

27. to supervise the public relations activities of the BOCES. He/She shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/She shall develop friendly and cooperative relationships with the news media;
28. to establish and maintain an effective working relationship with all segments of the community: component school districts, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/She shall solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

29. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;
30. to exhibit good judgement, common sense and perception;
31. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;
32. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
33. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other BOCES and local school districts, and meeting with other District Superintendents and Superintendents of Schools;

Management Functions

34. to coordinate and manage the BOCES so that the organization operates effectively and efficiently. He/She must be able to coordinate the processes essential to achieving an effective operation in all areas of the BOCES:
 - Planning: determining needs, objectives and goals;
 - Organization: assigning roles, responsibilities and establishing lines of communication;
 - Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
 - Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
 - Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques;
 - Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and
35. to perform such other duties as the majority of the Board may determine.

Ref: Education Law §§1950(2), (4)(a), (4)(c), 4(e)

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COMPENSATION AND BENEFITS FOR EXECUTIVE, MANAGERIAL AND CONFIDENTIAL EMPLOYEES

In determining annual salaries and benefits for employees classified as Executive, Managerial or Confidential, the BOCES Board adopts the following:

- The Board will review annually and adopt a salary range for each Executive, Managerial, and Confidential position. The ranges will be based upon the responsibilities of each position, compensation for comparable responsibilities in business, industry and other educational agencies and the dynamics of the economy. The following positions have been classified as Executive, Managerial or Confidential:

Executive Employees

- Deputy District Superintendent
- Assistant District Superintendents
- Division Directors

Managerial Employees

- Treasurer
- Deputy Treasurer
- Supervisor - Business Office
- Administrative Assistant to the District Superintendent
- Certification Specialists
- Human Services Specialists
- Staff Attorney
- Actuary

Confidential Employees

- Secretary to the Deputy District Superintendent
- Secretary to the Assistant District Superintendents
- Secretary to the Directors
- Senior Clerk - Benefits
- Senior Account Clerk - Benefits

- All benefits negotiated for personnel included within a negotiating unit shall be extended to personnel with similar classifications or responsibilities excluded from the unit for reasons of confidentiality. Confidential and Managerial employees shall receive additional benefits identified in the Benefit Plan document.

- The Board will determine, upon the recommendation of the District Superintendent, the salary for each Executive, Managerial, and Confidential employee. All salary recommendations for an ensuing fiscal year shall be reviewed at the May meeting and approved at the June meeting. However, annual compensation shall not exceed the salary ranges established by the Board.

The District Superintendent's salary and benefits will be determined by a separate contract with the Board.

The District Superintendent will have the responsibility of developing and implementing a performance review process, which will be approved by the Board.

The District Superintendent shall maintain a benefit plan document (Plan) identifying the benefits afforded Executive, Managerial and Confidential employees. Such plan shall be reviewed periodically by the Board and amended upon the recommendation of the District Superintendent.

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ADMINISTRATIVE TEAM

The Board of Education recognizes that the effectiveness of the BOCES is in large measure dependent upon securing maximum participation of all members of the management team, which consists of the District Superintendent of Schools and the administrative staff.

Deputy District Superintendent

The Deputy District Superintendent has a direct line responsibility to the District Superintendent. He/she acts in the capacity of Executive Officer in the absence of the District Superintendent/Executive Officer.

Assistant District Superintendent(s)

The Assistant District Superintendent(s) has a direct line responsibility to the District Superintendent. The Assistant District Superintendent(s) shall assist the District Superintendent in the fulfillment of his/her responsibilities as executive officer of BOCES.

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ORGANIZATION CHART

The District Superintendent of Schools shall maintain an administrative organization chart showing the relationship among the various administrators and staff.

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