

SUBJECT: ADMINISTRATIVE AND SUPERVISORY PERSONNEL

Administrative personnel shall include administrative and supervisory personnel of the St. Lawrence-Lewis BOCES who are responsible to the Board of Education and are placed under the direct supervision of the District Superintendent, the Assistant Superintendent and the Directors.

Administrative/Supervisory Personnel

Definition:

Administrative and supervisory personnel shall be considered to be those employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education programs, decisions and actions, except that the District Superintendent, the Assistant Superintendent, the Directors and Associate Directors are not deemed to be members of this administrative/supervisory group for purposes of this policy. Administrative/Supervisory personnel include: Principals, Managers/Supervisors, Assistant Principals and Assistant Managers/Supervisors.

These employees shall meet all certification and/or Civil Service requirements, as outlined in New York State Education Law, the New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of New York State. The administrative and supervisory personnel shall be obligated to meet these requirements at the time of employment or 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 a job description for each position as authorized by the Board of Education, upon the recommendation of the District Superintendent.

Terms of Employment for Administrative/Supervisory Personnel

Effective with the adoption of this policy, all new administrative/supervisory personnel will be appointed to their positions for a probationary period of three years or if a Civil Service employee for a period of 26 weeks. Administrative/supervisory personnel will be placed on tenure or permanent appointment at the completion of their probationary period, if their performance is deemed satisfactory by their immediate superior, the District Superintendent, and the Board of Education. The Board of Education, the District Superintendent and all the administrative/supervisory personnel employees are obligated to adhere to the New York State Education Law and all Rules and Regulations of the Commissioner in matters relating to probationary and tenure appointments.

Education Law Sections 2204, 2212, 3006, 3007, 3008, 3009, 3010, 3014, 3031, 3019-a and 3020-a
Civil Service Law Sections 35(g), 50-59 and 60-65

Adopted: 7/10/02