

# AVERILL PARK CENTRAL SCHOOL DISTRICT

## DELETED POLICIES LIST

Policies not used in the new draft 3000 section

Policies excluded as “non-essential” can be reinstated at the Board’s request, but updated material might not be available.

Number	Title	Reason excluded
3110	Qualifications of the Superintendent	Non-essential; covered by state law and regulation
3110-R	Job Description for Superintendent of Schools	Non-essential; covered by Superintendent contract or could be retained in Human Resources
3130	Superintendent’s Contract	Non-essential
3170	Superintendent’s Termination of Employment	Non-essential; likely covered by Superintendent contract

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### QUALIFICATIONS OF SUPERINTENDENT

The Superintendent of Schools shall be duly certified as required by the Commissioner's Regulations. To be certified, a Superintendent must hold a Baccalaureate and a Master's degree, and at least 60 hours of graduate study, including 24 hours in school administration and supervision, and an approved administrative/supervisory internship. The internship may be substituted with a one year full time experience in a school administrative or supervisory position. In addition, the Superintendent must have completed two hours of coursework or training regarding the identification and reporting of child abuse and maltreatment. The Commissioner of Education may grant special certification to an exceptionally qualified person who fails to meet all the graduate course or school teaching requirements.

The Board of Education reserves the right to set minimum requirements above those of certification for any candidate who seeks the position of Superintendent as specified by the job description for Superintendent of Schools.

Cross-ref: 3111, Recruitment of the Superintendent

Ref: Education Law ? 3003(4)  
8 NYCRR ? 80.4

Note: Policy added, replacing prior policy, Policy Manual, CGBA-C  
This policy outlines the required certification for the School District Administrator (SDA) certification found in Section 80.4 of the Commissioner's regulations. As noted in the final paragraph, the Board has discretion to set additional minimum requirements, either necessary or desirable, for candidates seeking the superintendency in its district (e.g., an earned doctorate).

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Adopted: 03/13/01

**JOB DESCRIPTION FOR SUPERINTENDENT OF SCHOOLS**

Title: Superintendent of Schools

Qualifications:

1. Master's Degree from an approved higher education institution.
2. Valid New York State School District Administrator Certification.
3. A minimum of ten (10) years experience in public education, with five (5) years being in the administration of schools, preferably at the district level.
4. Such additions and alternatives to the above that the Board may find appropriate.

Reports to: Board of Education

Supervises:

Is responsible for the supervision of all instructional and non-instructional personnel normally through the administrative staff of the school district. Directly supervises building principals and central office administrators.

Job Goal:

The development and maintenance of a sound educational program, designed to meet the needs of the students, staff and community.

Terms of Employment:

A twelve (12) month year with salary and other terms and conditions of employment to be agreed upon in a contract with the Board.

Evaluation:

The Board of Education will evaluate the Superintendent of Schools, in terms of this job description, on an annual basis.

Section 1711 of New York State Education Law makes the Superintendent the Chief Executive Officer in the district, with the right to speak on all matters before the Board; makes it his/her duty to enforce all curriculum materials for the approval of the Board; to recommend suitable lists of textbooks; to have supervision and direction of all schools district personnel; to transfer teachers and to report such transfers immediately to the Board for consideration and action; to report all violations and cases of insubordination to the Board, and to suspend all personnel until the next regular Board meeting; and to have general supervision and direction over all school district activities.

Within the limitations of the Law, the responsibilities and duties of the Superintendent are as follows:

1. Serves as executive head of the entire school system and is in charge of both the educational and business functions;
2. Administers the development and maintenance of a positive educational program designed to meet the needs of the students and the community;
3. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented;
4. Keeps abreast of educational developments and changes in law effecting the district and advises the Board regarding these developments and changes;
5. Recommends the number and types of positions required to provide proper personnel for the operation of the district;
6. Nominates for appointment, assigns, transfers, and defines the duties of all personnel, subject to approval of the Board;
7. Supervises the preparation of a proposed budget and recommends it for Board consideration by March 1<sup>st</sup> of each year;
8. Advises and recommends in matters of business administration, organization, finance, instruction, school facility planning and other functions of the school program;
9. Approves, within district policy, requests for equipment and supplies, searches for possible economies, and supervises all activities of the school system;
10. Conducts a continuous study of the progress, needs, programs, and conditions of the schools and keeps the public and the Board informed concerning his findings;
11. Unless excused by the Board, attends and participates in all meetings of the Board and its committees, except when his/her own employment or salary is under consideration;
12. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to insure the making of informed decisions;
13. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action;
14. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools;

15. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in textbooks and time schedules to be used in the schools;
16. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditures of substantial sums of money;
17. Maintains adequate records for the schools, acts as custodian of such records and of all other papers belonging to the Board;
18. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirement of safety;
19. Provides suitable instructions and regulations to govern the use and care of schools properties for school purposes.
20. Delegates, at his/her own discretion, to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation;
21. Meets with the Board on a regular basis to mutually establish the goals and priorities of the school district;
22. Meets with the Board on annual basis to discuss the progress of the district in meeting the goals and priorities that have been established.

### **SUPERINTENDENT'S CONTRACT**

The responsibilities of the superintendency are becoming more complex and more demanding. The Board of Education realizes, therefore, that it is increasingly important to attract able persons to the position of Superintendent of Schools by making the rewards of the position commensurate with its challenges. Further, it is important that the Superintendent be free from the pressures of groups in the community and have security from the threat of sudden and unjustified dismissal.

The Board shall endeavor to secure the dignity of the position and the freedom of leadership appropriate to the responsibilities of the Superintendent through an explicit contract agreement. Such contract shall be in accord with the Education Law, and shall protect the rights of both the Board and the Superintendent.

Note: Policy added

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Adopted: 03/13/01

### **SUPERINTENDENT'S TERMINATION OF EMPLOYMENT**

The termination of the employment of the Superintendent of Schools may result in two ways, either by resignation or by termination of the Superintendent's services by the Board of Education.

The Superintendent's resignation should be given in ample time to allow the Board to employ the services of another Superintendent in order to keep the district operating in a smooth and effective manner. Notification of resignation, if possible, should be at least six months before the actual date of resignation.

The Board, in terminating the services of the Superintendent shall provide a fair and complete procedure to ensure that all aspects of fair dismissal may fulfilled. The decision for termination shall not be arbitrary and/or capricious but based on objective facts dealing with the performance of the Superintendent. Notification of termination shall be at least four months before the actual termination date.

Note: Policy added

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