

A. Councils, Cabinets, Committees

The Board encourages the Superintendent and administrative staff to create and maintain appropriate mechanisms such as councils, cabinets, and committees in order to foster good communication within the staff and to allow each member of the staff to have a voice in the development of policies and in the making of decisions affecting them.

B. Temporary Administrative Arrangements

It is the policy of the district to create a clear line of administrative succession which designates both responsibility and authority.

The Superintendent shall attempt to make his or her whereabouts known to the central office staff. If the Superintendent leaves the district, every effort shall be made to communicate the itinerary to the Superintendent's secretary who, in turn, shall inform others who need to know. In case of an emergency, every effort will be made to notify the Superintendent of the situation.

If the Superintendent is unable to be reached or is absent from the district, the following line of responsibility shall be in effect:

- First: Assistant Superintendent for Administration
- Second: Director of Student Services
- Third: Director of Health, Physical Education and Athletics
- Fourth: Director of Academic Coaching

In the event of serious illness or death of the Superintendent, the Assistant Superintendent for Administration shall call a special meeting of the Board to determine action to be taken.

D. Line and Staff Relations

The Board desires the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel shall be expected to refer matters requiring administrative action in accordance with the organizational chart. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy or employee agreements.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working-together of all staff members. When the staff is working together, the lines of authority permit a two-way flow of ideas to improve the program and operations of the school system.

E. School Building Administration

In keeping with the mandate that the State of New York and each school district will provide a "thorough and efficient" system of free public schools, responsibilities lie with each building principal to carry out the mandate within the school building. These responsibilities extend to the administration of curriculum, instruction, staff, budget and physical plant.

Therefore, acting with the approval of the Superintendent, each principal will be the chief administrator of his or her school. All professional and support staff personnel assigned to a building will be directly responsible to the principal.

Staff members who work in more than one school will be responsible to the principal of that school during the time they are working in the building. In supervising the work of such staff members, the principal will work cooperatively with the supervisor or administrator to whom they report.

All principals should appoint a professional staff member to assume the principal's responsibilities in an emergency if the principal or assistants are out of the building.

F. Summer Programs

A designated administrator shall be responsible for the administration of a summer program in the same manner as such responsibility is assumed for regular school programs.

G. State and Federal Programs Administration

The responsibility for procuring special state and federal programs for the school district is the responsibility of the administrative staff.

Special state and federal programs are considered to be specific district operations at the time such programs are funded and instituted in the school district.

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