

## SCHOOL BUILDING ADMINISTRATION

### **Building Principals**

The Building Principal is the educational leader and the administrative head of the school building and is responsible for the organization, supervision, and administration of the school program. The Building Principal shall establish and enforce rules and regulations necessary for the orderly conduct of the school which are not contrary to contractual agreements, and are in accordance with regulations of the Superintendent of Schools, Board of Education policy, and/or local, state, or federal law.

Building Principals are appointed by a majority vote of the Board upon recommendation of the Superintendent and in accordance with the administrative requirements for certification as mandated by the State of New York.

### **Assistant Principals**

Assistant Principals are responsible for assisting the Building Principal in the leadership, coordination, supervision, operation, and management of the school program. The Assistant Principal performs tasks assigned by the Building Principal and is responsible for enforcing rules and regulations, as outlined by the Building Principal, in accordance with regulations of the Superintendent of Schools, Board of Education policy, and/or local, state and federal law.

Assistant Principals are appointed by a majority vote of the Board upon recommendation of the Superintendent and in accordance with the administrative requirements for certification as mandated by the State of New York.

### **Other Certified Staff Including Teachers, Pupil Support Staff, and Teaching Assistants**

Certified staff shall be responsible for the students assigned to them and shall perform such other duties throughout the school building as may be assigned by the Building Principal in accordance with applicable contractual agreements, regulations of the Superintendent of Schools, Board of Education policy, and/or local, state, and federal law. All certified staff shall devote school hours exclusively to the performance of assigned duties and responsibilities.

Certified staff shall be appointed by a majority vote of the Board upon the recommendation of the Superintendent and in accordance with the administrative requirements for certification as mandated by the State of New York.

### **CSEA Staff**

CSEA staff shall be required to perform the duties set forth in approved job title classifications and shall be required to perform such duties under the direction and supervision of the administrator to whom they are assigned and/or the building administrators in accordance with applicable contractual agreements, regulations of the Superintendent of Schools, Board of Education policy, and/or local, state, or federal law. CSEA staff shall devote scheduled working

hours exclusively to the performance of assigned duties and responsibilities

### **Supervision**

All employees shall conform to the policies of the Board of Education, administrative regulations of the Superintendent of Schools, and the specific requirements for the discharge of their responsibilities as established by their immediate supervisor. In addition, employees to whom supervisory responsibilities are assigned shall establish such rules, regulations, and procedures within their areas of responsibility to satisfactorily and appropriately implement the policies and objectives of the Board of Education and the regulations of the Superintendent of Schools.

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