

SUBJECT: ADMINISTRATIVE STAFF

Assistant Superintendent for Finance, Operations and Personnel

The Assistant Superintendent for Finance, Operations and Personnel shall be responsible for all phases of the District's business activity, as set forth in Section 5000 of the Policy Manual, as well as all personnel matters as outlined in Section 6000 of the Policy Manual, and shall report directly to the Superintendent of Schools.

Assistant Superintendent for Instruction

The Assistant Superintendent for Instruction shall be responsible for all matters relating to the instructional programs, as set forth in Section 8000 of the Policy Manual, and shall be responsible to the Superintendent of Schools.

School Business Executive

The School Business Executive shall be responsible for the development of the District's budget, monitoring all financial and business activities, and supporting various personnel operations. The School Business Executive shall report directly to the Assistant Superintendent for Finance, Operations and Personnel.

Directors

Program Directors shall be responsible for those duties and activities relating to their specific duty area:

- a) The Director of Special Services shall report directly to the Assistant Superintendent for Finance, Operations and Personnel.
- b) The Director of Special Education shall report directly to the Assistant Superintendent for Instruction.

Building Principals

The building principals are the educational executives of the school centers. They have the responsibility for executing Board of Education policies in the schools. They are directly responsible to the Assistant Superintendent for Instruction.

Assistant Principals

Assistant principals shall be employed in the secondary schools. The assistant principal is responsible for all duties assigned to him/her by the Building Principal and shall report directly to the principal.

(Continued)

POLICY

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SUBJECT: ADMINISTRATIVE STAFF (cont.)**Coordinators of Instruction**

Coordinators of Instruction shall have various ranges of responsibilities as indicated by their respective titles. Coordinators shall report to the Assistant Superintendent for Instruction.

Commissioner's Regulations Sections 100.3 and 80.4
Historical Notes: Amended 4/11/95
Amended 1/14/03
Adopted 4/27/10
Amended 3/12/13
Amended 4/11/17