

Administration

SUBJECT: ADMINISTRATIVE PERSONNEL

Administrative and supervisory personnel will be considered to be those district employees officially designated by board action as responsible for the administrative and supervisory tasks required to carry out board policy, programs, decisions, and actions.

These employees must meet all certification or civil service requirements as outlined in New York State Civil Service Law and the Commissioner's Regulations. Administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

Abolishing an Administrative Position

Existing administrative positions will not be abolished by the Board without previous written notification of the impending abolition. This written notification must be served to the individual currently holding that position. In all cases, the individual currently holding the position should receive as much advance notice as possible.

Education Law Sections 1709, 2503(5), and 3013

Adopted: 8/12/25