

## **Policy Information**

### **Series 4000 - ADMINISTRATION**

#### **ADMINISTRATION**

##### **Administrative Personnel**

Policy # 4110

Administrative and supervisory personnel shall be considered to be those District employees officially designated by Board of Education action as responsible for the administrative and supervisory tasks required to carry out Board of Education policy, programs, decisions, and actions.

These employees shall meet all certification and/or Civil Service requirements as outlined in New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of Education of New York State. The administrative and supervisory staff must be eligible to meet these requirements at the time of employment.

#### **Abolishing an Administrative Position**

Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to 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.

#### **Policy References:**

Education Law Sections 1709, 2503(5) and 3013

Adoption Date: 12/20/2011  
4000 - ADMINISTRATION

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