

ADMINISTRATION: 2000 SERIES

This series deals with the administrative machinery at the executive level. Here is recorded the Board's action in activating all administrative and supervisory jobs – to the extent that the Board has that function under the law. Job descriptions of those positions will also be found here, or a reference to where they may be found if their number justifies a separate manual.

In addition, you should find here an organization chart, a statement of the line of responsibility, evidence of problem-solving and communications devices like councils, cabinets and committees for executives – all supported by a clear statement of the philosophy of administration subscribed to by the Board and Superintendent.

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Required _____
Local X

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

FUNCTIONS

2000

SUPERINTENDENT
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

Function of the Superintendent

The administration of the school system in all of its aspects shall be delegated to the Superintendent, who shall carry out his/her administrative functions in accord with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent. The Superintendent shall keep the Board informed of all unusual activities within the jurisdiction of the Board by whatever means the Board deems appropriate.

Annual Reports

The Superintendent shall submit to the Board following the close of each school year a brief summary report concerning the activities of each department of the school system during this year.

Treatment of Outside Reports

Within a reasonable time after receiving reports from such outside agents as the auditor, fire department, and health department, the Superintendent shall report to the Board of the action he/she has taken pursuant to recommendations made in such reports.

Legal Reference:

Policy

Adopted: Prior to 5/1/69

Amended: 2/13/70, 4/20/05 (Approved at Board Meeting 4//19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SUPERINTENDENT OF SCHOOLS

2010 (a)

*SUPERINTENDENT
CENTRAL ADMINISTRATIVE PERSONNEL*

ADMINISTRATION

TITLE: Superintendent of Schools

DEFINITION:

The Superintendent is the chief executive officer of the school District. He/she reports directly to the Board of Education and is responsible for the overall operation of the school system.

MAJOR POLICY RESPONSIBILITY:

The Superintendent recommends policy additions or revisions to the Board of Education and develops policies as directed by the Board. The Superintendent is responsible for implementing newly adopted policies and ensuring that the overall operation of the schools adheres to established Board of Education policy, New York State Law, Rules of the New York State Board of Regents, Regulations of the New York State Commissioner of Education, and controlling decisions of the courts and other quasi-judicial bodies. Serves on all Board Committees.

KEY FUNCTIONS:

A. School Board Operations

Authority/Responsibility:

Provides leadership and direction in Board/Administration relations. Recommends policies on personnel, organization, finance, instruction, and other functions of the school system.

Representative Activities:

- 1. Schedules meetings with Board and District Administrators to review accomplishments, needs, and concerns.*
- 2. Shares District administrative goals with Board.*
- 3. Discusses with Board President the agenda for each Board meeting.*
- 4. Keeps Board members informed of all District operations.*
- 5. Develops policies for Board adoption and implements Board actions.*
- 6. Recommends growth and development activities to the Board.*

B. Comprehensive Planning***Authority/Responsibility:***

Assesses District needs and develops short and long-range plans.

Representative Activities:

- 1. Develops management systems.*
- 2. Organizes staff and assigns responsibilities.*
- 3. Designs and implements evaluation systems.*
- 4. Works with the administrative team in developing and carrying out the District administrative goals for the District.*
- 5. Assists administrative personnel in the development and monitoring of their annual professional development plans.*

C. Personnel Management***Authority/Responsibility:***

As the chief personnel officer, recommends to the Board of Education the employment and selection of the administrative, instructional, and support staff. Assigns staff and evaluates their performance.

Representative Activities:

- 1. Secures and recommends for employment competent and skilled administrative, instructional and support personnel.*
- 2. Assigns and transfers all employees.*
- 3. Monitors and assesses staff performance.*
- 4. Makes tenure and dismissal recommendations to the Board of Education.*
- 5. Develops and monitors personnel policies and procedures.*
- 6. Assures that current and accurate position descriptors are in place for all administrative personnel.*
- 7. Supervises and directs the collective bargaining process with all employee groups and makes appropriate compensation and contract-related recommendations to the Board.*
- 8. Administers all collective bargaining agreements.*

9. *Reviews staff needs and recommends appropriate staffing patterns.*
10. *Organizes and implements programs of staff supervision and evaluation.*
11. *Plans and administers a program of recruiting and hiring District personnel in accordance with Board policy and all applicable laws and regulations.*
12. *Maintains a comprehensive system of personnel records.*
13. *Oversees the process requesting leaves of absence in accordance with District policy and collective bargaining agreements.*
14. *Coordinates an annual review of staffing patterns to assure appropriate budget planning in support of the District's personnel requirements.*
15. *Oversees annual tenure review process for certified personnel who are nearing the completion of their probationary periods.*
16. *Serves as the District's representative and consultant in all legal proceedings, both judicial and administrative, related to the personnel function.*
17. *Provides liaison with the school attorney on all legal matters affecting personnel.*
18. *Prepares all personnel reports required by governmental agencies and requested by the Board of Education.*
19. *Screens and processes employment applications.*
20. *Interviews and recommends administrative finalists to the Board of Education.*
21. *Reviews and processes transfer requests.*
22. *Maintains a sufficient list of qualified substitute staff.*
23. *Reviews and approves all salary adjustments.*
24. *Develops an annual personnel budget.*
25. *Counsels with employees to resolve complaints and problems related to employment.*

D. Management-Employee Relations

Authority/Responsibility:

Directs the planning and implementation of programs and activities related to negotiations, contract administration, and terms and conditions of employment.

Representative Activities:

- 1. Plans and conducts negotiations with all of the District's collective bargaining units.*
- 2. Coordinates the District's responses to employee grievances.*
- 3. Writes labor contracts, memoranda of understanding and other agreements and settlements that result from negotiations and interactions with employee organizations.*
- 4. Gathers data and prepares updates and recommendations for the Board of Education relative to the status of negotiations in the District.*
- 5. Provides counsel to District administrators and supervisors on all matters related to the District's collective bargaining agreements to ensure compliance by both the District and its employees.*
- 6. Provides liaison with the District's labor attorney on all matters related to negotiations and contract management.*

E. Business/Finance

Authority/Responsibility:

Develops and supervises the school District's business and financial program. Provides resources for instructional and support services through sound fiscal management practices.

Representative Activities:

- 1. Develops long-range financial plans.*
- 2. Develops and prudently administers the annual budget.*
- 3. Develops systems for fiscal accounting and control.*
- 4. Reports periodically to the Board on the financial status of the District.*
- 5. Involves staff in the development of the budget.*

6. *Assures that District monies are managed (borrowed, invested, etc.) wisely in accordance with legal and ethical principles.*
7. *Reviews purchasing and accounting practices with the Business Office to assure effectiveness and efficiency.*

F. Curriculum and Instruction

Authority/Responsibility:

Supervises, directs and assesses the work of the District administrators in the implementation and evaluation of the required curriculum and the improvement of instruction. Recommends curriculum revisions and improvements to the Board for approval.

Representative Activities:

1. *Develops a comprehensive system to assess, supervise, and evaluate the instructional program and staff performance.*
2. *Establishes programs for curriculum development and improvement.*
3. *Remains informed of current educational research and recommends to the Board new or improved programs of curriculum and instruction.*
4. *Recommends and supports staff development programs and activities.*
5. *Reviews the coordination and articulation of instructional programs between the District and the Sewanhaka Central High School District.*
6. *Develops and communicates an instructional vision and sense of direction for the school District.*
7. *Serves as instructional leader and resource person to members of the central staff, principals, other supervisory personnel, faculty groups and the general public.*
8. *Provides a full range of support services for the District's students.*
9. *Appoints personnel and assigns responsibilities for curriculum and staff development functions.*

G. Facilities Management

Authority/Responsibility:

Provides and maintains District facilities.

Representative Activities:

- 1. Develops short and long-range plans to provide and enhance physical facilities, and to comply with state and federal regulations.*
- 2. Delegates responsibility to supervise maintenance of buildings and grounds.*
- 3. Recommends modifications and renovations of District facilities.*
- 4. Assigns personnel to direct the utilization of facilities.*
- 5. Provides healthy, safe and attractive physical facilities.*

H. School and Community Relations

Authority/Responsibility:

Establishes appropriate internal and external communications, and provides leadership to establish and maintain positive relations with the community.

Representative Activities:

- 1. Keeps the public and staff informed about current educational trends and practices, District policies, and about progress and problems related to the District's schools.*
- 2. Assesses public and staff beliefs about matters pertaining to the schools.*
- 3. Responds to staff and community concerns.*
- 4. Maintains positive and regular contact with the media.*
- 5. Supervises the content and quality of District newsletters and other publications.*
- 6. Establishes a variety of ways of involving parents and other citizens in District activities.*
- 7. Directs the activities of the District's public information consultant.*

I. Professional and Personal Development

Authority/Responsibility:

Maintains and improves skills and knowledge in order to provide the leadership expected in the role of superintendent.

Representative Activities:

- 1. Participates in local, state, and national professional organizations.*
- 2. Attends conferences and workshops.*
- 3. Reads current professional literature.*
- 4. Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.*
- 5. Consults regularly with other school superintendents to stay informed of current issues and trends.*
- 6. Develops and maintains interests outside of education in order to assure a balanced perspective.*

Legal Reference

Regulation:

Adopted:

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required X
Local

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

EVALUATION OF THE
SUPERINTENDENT OF SCHOOLS

2011

SUPERINTENDENT
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

An annual evaluation of the Superintendent of Schools shall be conducted by the Board of Education prior to the first day of September of each year. A written evaluation shall be placed in the Superintendent's permanent file.

Legal Reference:

Policy
Adopted: 10/17/78
Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*EVALUATION OF
SUPERINTENDENT OF SCHOOLS*

2011 (a)

*SUPERINTENDENT
CENTRAL ADMINISTRATIVE PERSONNEL*

ADMINISTRATION

There shall be six areas of evaluation

Planning Phase

In July, the Superintendent shall submit his/her goals to the Board in each of the six areas. The Board shall meet with the Superintendent prior to September 1 to review these goals and signify their acceptance or modification in writing.

Evaluation Phase

During July of the following year, the Superintendent shall submit a self-evaluation to the Board based upon approved goals. By September, the Board will meet to review the Superintendent's self-evaluation and respond in writing with a consensus evaluation of the Superintendent's report. This response shall constitute the evaluation of the Superintendent's work for the school year just completed.

The Superintendent, in his/her self-evaluation, shall use the narrative form and summarize efforts relating to each goal as follows:

E - Exceeds expectations

M - Meets expectations

N.I. - Needs improvement

The Board shall assess the Superintendent's work using the same symbols, adding narrative where desired. A general rating of satisfactory or unsatisfactory shall be given.

The report shall be signed by the Superintendent and the President of the Board of Education acting in behalf of the entire Board.

The six areas of evaluation, to be assessed based upon the quality of work performed, are:

1. BOARD – SUPERINTENDENT RELATIONS

Typical Areas: Reports, presentations, follow-up, communication, professional relationships, credibility, availability, reliability, preparedness and professional performance at meetings, fiscal planning and control.

COMMUNITY – PUBLIC RELATIONS

Typical Areas: Communication, credibility, program interpretation, availability, anticipation, defusing and avoidance of crisis and confrontations, flexibility and innovativeness in solutions of problems.

2. STAFF PERSONNEL MANAGEMENT

Typical Areas: Communication, management, availability to staff, relationships, responsiveness to needs, evaluation and deployment of staff, flexibility and innovativeness in problem solutions.

3. FACILITIES MANAGEMENT GOALS

Typical Areas: Planning for; improvement of; training personnel. Utilization and deployment of staff for optimal facilities management and improvement, evaluation of staff and facility needs.

4. CURRICULUM AND INSTRUCTIONAL MANAGEMENT

Typical Areas: New initiatives, supervision, monitoring, improvement, evaluation, planning.

5. OTHER PLANNING

Recognition of areas needing improvement, new initiatives, planning, improvement, evaluation.

Regulation

Adopted: 10/17/78

Amended: 7/05/05

One page for each goal

Goal

Evaluation by Superintendent

Date

Summary

Evaluation by Board

Date

Summary

ELMONT UNION FREE SCHOOL DISTRICT
Superintendent's Evaluation for

Planning Phase

Submitted _____

The Board of Education accepts and approved of the goals as stated herein the new school year.

President Date

Superintendent Date

Evaluation Phase

Submitted _____

The Board of Education has completed its evaluation of the Superintendent for the school year stated.

The overall evaluation of the Superintendent is:

Satisfactory _____

Not Satisfactory _____

Specific areas needing improvement, or pertinent remarks, are attached in writing.

President Date

Superintendent Date

Required _____
Local X

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

WORK STOPPAGE

2020

SUPERINTENDENT
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

In case of a work stoppage by any group of Elmont Union Free School District employees, each school should be opened every day if, by determination of the Superintendent, it is deemed physically safe and secure for pupils and staff.

Legal Reference:

Policy

Adopted: 11/20/73

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local X

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

ARTICULATION OF ELEMENTARY
AND SECONDARY SCHOOLS

2030

SUPERINTENDENT
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

The Board of Education, while recognizing the legally separate organization structures for elementary and secondary education, wishes to promote the highest level of articulation possible in elementary and secondary education in the public and private schools located within the Sewanhaka Central High School District. Common policy with other component Districts will be adopted whenever feasible.

1. The Superintendent is directed to formulate administrative regulations and plans which will produce, as a minimum, a level of articulation which is comparable to that achieved in most K-12 Districts.
2. The Superintendent will arrange to meet regularly with Superintendents of the component Districts, including Sewanhaka Central High School District, for the purpose of setting goals, of advancing and evaluating articulation between and among the Districts.
3. The Superintendent or his/her representative will meet at least once annually with the administrators of private schools within the District to improve articulation with such schools.
4. The Superintendent will insure the successful orientation of sixth grade students schedule to attend seventh grade in the Sewanhaka Central High School District.
5. The Superintendent will promote articulation in all areas of interrelations between elementary and secondary schools.
6. The Superintendent will report to the Board of Education on the nature, extent and timing of and evaluation of all the activities for the promotion of articulation, and he/**she** will offer his/**her** recommendations for further action by the Board of Education.

Legal Reference:

Policy

Adopted: 8/12/75

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

DIRECTOR OF PUPIL PERSONNEL SERVICES 2040 (a)

DISTRICT ADMINISTRATIVE PERSONNEL ADMINISTRATION
CENTRAL ADMINISTRATIVE PERSONNEL

TITLE: *Director of Pupil Personnel Services*
QUALIFICATIONS: *New York State Certification: School District Administrator*
REPORTS TO: *Superintendent of Schools*

DEFINITION:

The Director of Pupil Personnel Services reports directly to the Superintendent. He/She plans, coordinates, and supervises the operation of the department in cooperation with the principals. He/she is responsible for special education services, psychological and social work programs and services, speech services, guidance-type activities and medical services.

MAJOR POLICY RESPONSIBILITIES:

The Director of Pupil Personnel Services is responsible for implementing Board of Education policy relating to his/her area of responsibility, and for conforming with New York State and Federal laws and regulations. He/she will advise the Superintendent with respect to needed revisions of existing policies and procedures, and will recommend new policy initiatives.

KEY FUNCTION:

A. Committee on Special Education

Authority/Responsibility:

Chairs, supervises, and coordinates all activities of District Committee on Special Education.

Representative Activities:

- 1. Implements procedures mandated by part 200 of the Commissioner's Regulations.*
- 2. Chairs Committee on Special Education meetings and provides notification of its recommendations to Board of Education, central office administrators, building principals, special education staff and parents.*

3. *Prepares all official reports relating to special education as required by the state and federal governments.*
4. *Prepares and maintains all records of the Committee on Special Education.*
5. *Establishes and monitors procedures that ensure timely evaluations, recommendations, and placements of all students referred to the Committee on special education for special education services.*
6. *Establishes procedures that ensure timely placement in Extended School Year programs for all special education students who have been recommended for a 12-month program.*
7. *Ensures monitors and evaluates the development of I.E.P.s for every special education student, and ensures that a review of each student is conducted by the Committee on Special Education annually.*
8. *Ensures the confidentiality of all official reports and records relating to special education students.*
9. *Plans and coordinates all activities necessary to the administration of out-of-District evaluations which have resulted from a Committee on Special Education recommendation.*

B. Supervision and Evaluation

Authority/Responsibility:

Assists principals in the supervision and evaluation of all special education staff.

Representative Activities:

1. *Employs established District procedures in supervising and evaluating special education and speech teachers, teacher aides, and support staff.*
 - a. *Employs established District supervisory procedures in the observation and evaluation of special education and speech staff.*
 - b. *Provides input to principals in the evaluations of special education personnel.*
2. *Informs all staff of current and appropriate research.*
3. *Prepares and submits employment and tenure recommendations to the Superintendent.*
4. *Assists in the recruitment, selection, and orientation of new special education personnel.*

5. *Establishes through positive human relations an atmosphere of confidence and trust among teachers and other personnel.*
6. *Visits all special education classes, formally and informally, on a regular basis.*

C. Psychological Services

Authority/Responsibility:

Directs, and in cooperation with principals, supervises and assesses the activities of all school psychologists.

Representative Activities:

1. *Assigns psychologists' case loads.*
2. *Determines psychologists' priorities.*
3. *Assigns visitation of out-of-District student placement for psychologists.*
4. *Reviews specific cases with psychologists.*
5. *Provides referral system for psychologists.*
6. *Meets regularly with psychologists and/or principals to assess changing needs and service.*
7. *Cooperates with principals in the evaluation of each staff member.*

D. Social Work Services

Authority/Responsibility:

Supervises, directs and assesses in cooperation with building principals the activities and functions of all social workers, and recommends changes in the provision of services by these staff members.

Representative Activities:

1. *Prepares necessary application and reports for State and County funding programs.*
2. *Coordinates intra-school social worker activities and programs.*
3. *Supervises social worker programs such as parenting, drug and alcohol programs for parents, home visits, etc.*
4. *Develops coordinated programs that address student and parent needs in the areas of social services, welfare, death in the family, suicide, parenting problems and return to the workforce for single parents.*

5. *Cooperates with principals in the evaluation of each staff member.*
6. *Explains and clarifies child abuse policies, and assures compliance by all involved.*

E. Medical Services

Authority/Responsibility:

Supervises, directs and assesses the activities of the registered nurses and health services in all District and local non-public schools. Directs and evaluates the school-related activities of the school physician.

Representative Activities:

1. *Supervises the scheduling of the school physician's health examination through the District.*
2. *Communicates state directives concerning Scoliosis testing and immunization services to physicians and nurses.*
3. *Develops and administers budgets for health services.*
4. *Supervises the Amblyopia screening program.*
5. *Arranges workshops for maintaining current information on health matters.*
6. *Schedules special health screenings.*
7. *Prepares related State reports.*
8. *Cooperates with the building principals in evaluating the performance of nurses.*
9. *Schedules training sessions for certification in CPR/AED use to all interested staff members.*
10. *Ensures that nurses maintain all equipment in good working condition.*

F. Home Tutoring

Authority/Responsibility:

Provides and supervises home tutoring programs and services.

Representative Activities:

1. *Establishes programs and procedures for the provision of instructional services at home for students who are unable to attend school for medical or psychological reasons.*

2. *Develops a listing of District teachers and private tutoring agencies interested in providing home tutoring to District students.*
3. *Approves requests for home tutoring, and arranges for the provision of such services by qualified professionals.*
4. *Maintains an attendance register, according to SED guidelines for all students on home tutoring.*
5. *Processes teacher voucher forms for payment by the business office.*
6. *Evaluates the performance of staff assigned to provide home tutoring.*

G. Curriculum and Instruction

Authority/Responsibility:

Develops, implements, and evaluates all special education curriculum and programs of instruction.

Representative Activities:

1. *Ensures that the special education curriculum complies with State directives.*
2. *Conducts regular meetings with special education and speech teachers.*
3. *Evaluates instructional materials and programs for their appropriateness to special education needs.*
4. *Introduces and articulates new special education programs.*
5. *Provides for a well-articulated and sequential program of special education instruction on a District-wide basis.*
6. *Recommends to principals the utilization of special instructional techniques to improve the instructional program.*
7. *Plans, develops and monitors procedures to ensure the articulation of special education program with mainstream programs and services.*
8. *Monitors and evaluates the quality of instructional materials and the appropriateness of learning environments.*
9. *Assists special education teachers in preparing I.E.P.s which are in accord with Federal and State regulations.*
10. *Participates as needed in I.E.P. planning conferences and acts as resource to the staff and community in all areas of special education.*

H. Fiscal Management

Authority/Responsibility:

Manages the special education budget, including general fund and special aided programs.

Representative Activities:

- 1. Prepares, submits, justifies and administers the special education budget.*
- 2. Prepares special aid project proposals.*
- 3. Seeks alternative funding sources.*
- 4. Assists the principals and Superintendent in the development and coordination of portions of the budget that pertain to their specific functions.*
- 5. Prepares and submits State and Federal reports.*

I. Program Management

Authority/Responsibility:

Coordinates management activities of the special education program.

Representative Activities:

- 1. Coordinates the selection of supplies, equipment and textbooks.*
- 2. Arranges transportation for special education students.*
- 3. Conducts departmental meetings.*
- 4. Develops and conduct activities to educate and inform parents.*
- 5. Assists in the coordination of occupational educational and physical therapy experiences for special education students.*
- 6. Assists principals in the implementation of test modifications for all District-wide standardized testing as well as state-mandated testing.*
- 7. Serves as a District representative to the Elmont Chapter of SEPTA.*
- 8. Confers with and makes recommendations to principals on disciplinary matters relating to special education students.*
- 9. Coordinates the department's diagnostic testing program.*

10. *Provides liaison with other staff working with special education to include speech therapists, psychologists, social workers, nurses and outside agencies.*
11. *Assists principals with student and staff scheduling.*

J. Attendance/Residency Verification

Authority/Responsibility:

Supervises and prepares all necessary State attendance reports for all students.

Representative Activities:

1. *Prepares all needed State Attendance reports.*
2. *Keeps attendance records of out-of-District special education youngsters.*
3. *Maintains attendance records of tuition and foster children.*
4. *Investigates individual cases of poor attendance of students*

K. Professional and Personal Development

Authority/Responsibility:

Maintains and improves skills and knowledge in order to provide the leadership expected in the role of Director of Pupil Personnel Services.

Representative Activities:

1. *Participates in local, state, and national professional organizations.*
2. *Attends Conferences and workshops.*
3. *Reads current professional literature.*
4. *Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.*
5. *Consults regularly with other Directors of Pupil Personnel Services to stay informed of current issues and trends.*
6. *Develops and maintains interests outside of education in order to assure a balanced perspective.*

TERMS OF EMPLOYMENT/HOURS:

According to Contract

EVALUATION:

Superintendent of Schools

Regulation

Adopted:

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

DIRECTOR OF CURRICULUM & INSTRUCTION 2050 (a)

DISTRICT ADMINISTRATIVE PERSONNEL ADMINISTRATION
CENTRAL ADMINISTRATIVE PERSONNEL

TITLE: *Director of Curriculum & Instruction*

QUALIFICATIONS: *New York State Certification: School District Administrator*

REPORTS TO: *Superintendent of Schools*

DEFINITION:

The Director of Curriculum and Instruction reports directly to the Superintendent of Schools, and provides direction and leadership in the areas of instructional supervision and evaluation, curriculum and program development and evaluation, and staff development. The Director of Curriculum and Instruction also is directly responsible for the supervision of the District's English as A Second Language and remedial programs as well as instructional technology. The Director of Curriculum & Instruction works cooperatively with other central office and all building administrators.

MAJOR POLICY RESPONSIBILITIES:

The Director of Curriculum and Instruction is responsible for complying with District policy and State and Federal Law in the performance of all duties related to the key functions of this position descriptor. The Director of Curriculum & Instruction shall recommend to the Superintendent of Schools revisions to existing policies and new policy initiatives related to his/her area of responsibility.

KEY FUNCTIONS:

A. Curriculum and Instruction Development and Evaluation

Authority/Responsibility:

Supervises the development, implementation, and evaluation of curriculum and instructional programs.

Representative Activities:

- 1. Directs the coordination of all instructional programs.*
- 2. Assures that learner objectives and curriculum maps are implemented and used, and regularly evaluated and updated.*

3. *Monitors the implementation of curriculum and instructional programs.*
4. *Designs evaluation programs and activities, and recommends changes based on the evaluation results.*
5. *Plans and conducts all curriculum and program development activities.*
6. *Develops procedures for evaluating and selecting textbooks and other materials.*
7. *Serves as a resource person to members of the central office staff, administrative and supervisory personnel, faculty groups, and the general public on matters related to curriculum and instruction.*
8. *Coordinates and supervises the work of directors and supervisors relating to the development and implementation of curriculum Pre-K-6 and the improvement of instruction.*
9. *Recommends the use of consultants for curriculum, program development, reporting, and evaluation activities.*
10. *Develops plans for analyzing, reporting, and using test results.*
11. *Assists in the development and implementation of a vision and set of core values which provide the framework for curricular goals and instructional activities.*

B. Supervision and Evaluation

Authority/Responsibility:

Directs the supervision and evaluation of instructional personnel in accordance with established District procedures.

Representative Activities:

1. *Arranges for administrator training activities in the area of supervision and evaluation of instructional personnel.*
2. *Meets with building principals to review teacher annual evaluations, and designs professional development activities to address identified needs.*
3. *Develops and enhances personal skills and knowledge of effective instructional supervision and evaluation programs.*
4. *Identifies and uses appropriate Effective Schools Research to address identified needs for professional development activities.*

C. Professional Development**Authority/Responsibility:**

Assesses needs, designs and supervises, and conducts appropriate staff development programs for teachers and administrators.

Representative Activities:

- 1. Provides in-service and staff development activities based upon needs identified by analyzing results, shadowing activities, and the review of teacher annual evaluations.*
- 2. Meets with administrators, reviews reports, and makes periodic visits to the schools to identify strengths and weaknesses of the instructional program.*
- 3. Analyzes data from the administrator evaluation program to determine professional development needs.*
- 4. Utilizes research to effectively conduct professional development activities and to address identified needs.*

D. Fiscal Planning and Resource Management**Authority/Responsibility:**

Develops and administers the budget for District curriculum and professional development. Provides for the care of all District systems, equipment, furniture, supplies and property related to instruction. Monitors the development of State and Federal grant applications and the expenditure and use of grant monies.

Representative Activities:

- 1. Prepares a District budget for curriculum and professional development activities and approves the expenditure of budgeted monies.*
- 2. Budgets for substitute teachers and conference attendance expenditures for curriculum and professional development activities.*
- 3. To the extent feasible, utilizes the services of BOCES to provide consultants, workshops and curriculum and professional development activities in order to generate as much State aid for these activities as possible.*
- 4. Maintains appropriate and accurate records of activities, expenditures, allocations of resources, and provision of materials and services related to curriculum and professional development activities.*

5. Approves the conference attendance requests of all professional staff except central office administrators, and monitors the expenditure of monies for same.
6. Oversees and monitors the fiscal expenditures of staff members who report to him/her.
7. Prepares all Federal, State and competitive grant applications

E. District Testing Program

Authority/Responsibility:

Directs and coordinates District's testing programs.

Representative Activities:

1. Monitors and appraises the effectiveness of the District's testing programs.
2. Reviews and analyzes District-wide standardized and/or criterion reference tests and testing results.
3. Coordinates the preparation and presentation of the annual Comprehensive Assessment Report.
4. Reviews and monitors student placement in academic intervention services, English as a Second language and gifted programs.
5. Coordinates the development of District testing programs and schedules.
6. Supervises the ordering, distribution, security and collection of District testing materials.
7. Supervises all in-District and/or commercial test scoring services and procedures.

F. General Administration

Authority/Responsibility:

Assists the Superintendent of Schools, as directed, on all matters related to the administration of the District.

Representative Activities:

1. Attends all regular business meetings and work sessions of the Board of Education. Attends executive sessions as requested.
2. Serves on District administrative committees and attends other meetings as designated by the Superintendent of Schools.

3. *Assists in the recruiting, screening, hiring, assigning, supervising and evaluating of personnel for positions in the offices under his/her jurisdiction.*

G. Professional and Personal Development

Authority/Responsibility:

Maintains and improves skills and knowledge in order to provide the leadership expected in the role of chief instructional officer.

Representative Activities:

1. *Participates in local, state, and national professional organizations.*
2. *Attends conferences and workshops.*
3. *Reads current professional literature.*
4. *Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.*
5. *Consults regularly with other assistant superintendents to stay informed of current issues and trends.*
6. *Develops and maintains interests outside of education in order to assure a balanced perspective.*

TERMS OF EMPLOYMENT/HOURS:

According to Contract

EVALUATION:

Superintendent of Schools

Regulation

Adopted: 7/1/83

Amended: 7/1/84, 8/15/85, 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

Required _____
Local _____

DIRECTOR OF BUSINESS & FACILITIES

2060 (a)

DISTRICT ADMINISTRATIVE PERSONNEL
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

TITLE: *Director of Business and Facilities*

QUALIFICATIONS: *New York State Certification: School Business Administrator*

REPORTS TO: *Superintendent of Schools*

DEFINITION:

The Director of Business and Facilities serves as the chief financial officer of the District. He/she reports directly to the Superintendent of Schools. He/she works collaboratively with other administrators and with staff on matters related to the position descriptor. He/she plans and directs all business and finance functions, matters of school facilities, capital and maintenance, technology and the food service program. He/she supervises the staff in the business, facilities and duplicating departments including the District Treasurer and Internal Claims Auditor. He/she serves as the District's environmental compliance officer.

MAJOR POLICY RESPONSIBILITIES:

The Director of Business and Facilities ensures that all programs and activities related to the key functions of the position descriptor are in compliance with District policy and Federal and State Law. The Director of Business and Facilities recommends to the Superintendent of Schools revisions of existing policies and new policy initiatives relating to his/her areas of responsibility. Serves on the Board Finance and Building and Grounds Committees.

KEY FUNCTIONS:

A. Business and Financial Affairs

Authority/Responsibility:

Directs and supervises the financial affairs of the District.

Representative Activities:

- 1. Meets on a regular basis with the business office staff to review their work.*
- 2. Assists the Superintendent of Schools in preparing the annual budget.*
- 3. Manages the District's investment portfolio.*

4. *Administers a budget control program.*
5. *Provides for appropriate internal and external audits of District financial records.*
6. *Provides leadership and direction for long-range financial planning.*
7. *Manages the District's insurance and employee benefits programs.*
8. *Monitors the procedures and practices of the accounts payable, payroll and duplicating departments.*
9. *Plans and directs all procedures related to formal bidding process.*
10. *Monitors receipt and expenditure of state aid.*
11. *Recommends District response to legal notices of claim and worker's compensation matters.*
12. *Advises the Superintendent of Schools on all matters relating to the business and financial affairs of the District.*

B. School Facilities

Authority/Responsibility:

Directs the operations of the District's school facilities department.

Representative Activities:

1. *Assumes responsibility for the comprehensive overall planning and scheduling of the District's maintenance and repair program.*
2. *Ensures that standards consistent with all applicable laws and school Board policies are maintained.*
3. *Coordinates a continuing analysis of systems and procedures.*
4. *Coordinates the work of all consulting architects and engineers with that of outside contractors performing work for the District.*
5. *Prepares the annual budget for the school facilities department.*
6. *Receives and reviews requests from outside groups to use school facilities.*
7. *Assists in the preparation of specifications for bidding and purchasing materials and services.*
8. *Supervises and inspects the work of the District's custodial and maintenance staff.*

9. *Develops and directs plans for snow removal and other emergency weather conditions.*
10. *Provides support and assistance to building principals, other administrative personnel and head custodians on matters involving school facilities and the custodial/maintenance staff.*
11. *Confers with building principals and other administrators on maintenance, repair, and operational needs.*
12. *Reviews work orders and purchase orders from building administrators.*
13. *Establishes appropriate maintenance, grounds keeping, and custodial requirements for each building and develops work schedules to meet those requirements.*
14. *Maintains a comprehensive and efficient system of record keeping in accordance with policy, rules, regulations, and law.*
15. *Prepares a monthly report, by building, of vandalism and related costs.*
16. *Maintains the District's fire inspection reports and provides for the regular inspection and maintenance of all fire alarm systems and fire extinguishers.*
17. *Monitors expenditures for all suppliers and services to ensure compliance with District policy and all applicable laws.*
18. *Serves as chief safety officer of the District to ensure the health, safety, and protection of students, staff, and visitors by providing for the systematic reporting and correction of all conditions that are actual or potential hazards.*
19. *Serves as the District's environmental compliance officer.*

C. Capital/Projects

Authority/Responsibility:

Directs the planning and implementation of all capital/maintenance projects.

Representative Activities:

1. *Works with commissioned architects in the construction of new facilities to ensure compliance with District requirements and economy, and implements professional procedures.*
2. *Recommends approval of preliminary plans, completed work drawings, and specifications.*
3. *Establishes bidding and construction schedules, and prepares and issues contract documents and addenda.*

D. Staff Development/In-Service Education

Authority/Responsibility:

Plans and implements staff development activities and in-service education for classified personnel.

Representative Activities

- 1. Provides staff development and in-service activities based upon needs identified by analyzing results, shadowing staff and review of previous written staff evaluations.*
- 2. Meets with representatives of groups supervised to identify strengths and areas in need of developing and in-servicing.*
- 3. Utilizes appropriate research to determine development activities.*

E. Security

Authority/Responsibility:

Directs the planning and implementation of programs and services related to security.

- 1. Administers the District's security department, monitors security-related matters and makes appropriate recommendations.*
- 2. Monitors the performance of the District's security staff and monitors the weekly schedule.*
- 3. Works cooperatively with District administrators in providing security for special events.*
- 4. Works with police officers and investigators on matters of security.*
- 5. Provides a weekly written security report.*

F. Food Service

Authority/Responsibility:

Directs the planning and implementation of programs and services related to food services.

Representative Activities:

- 1. Administers through the School Lunch Manager the District's food services program.*
- 2. Provides for the appropriate supervision of all personnel related to the food services program.*

3. *Directs the District food services program in conformance with Federal, State and local guidelines.*
4. *Regularly assesses the effectiveness of the food services program and makes recommendations to the Superintendent of Schools for its improvement.*

G. Technology

Authority/Responsibility:

Directs all aspects of District wide and building level technology.

Representative Activities:

1. *Oversees the ordering of all computer hardware and software used in the District for administrative and instructional purposes.*
2. *Coordinates the installation of new hardware and software in the administrative areas of all District sites.*
3. *Recommends to the Superintendent of Schools alternatives for computerized record keeping and student attendance.*
4. *Serves as the District resource person for administrative and instructional technology issues.*
5. *Serves as the District's contact with Nassau BOCES for administrative and instructional technology.*

H. General Administration

Authority/Responsibility:

Assists the Superintendent of Schools, as directed, in all matters related to the administration of the District.

Representative Activities:

1. *Attends all regular business meetings and work sessions of the Board of Education. Attends executive sessions as requested.*
2. *Serves on District administrative committees and attends other meetings as designated by the Superintendent of Schools.*
3. *Assists in the recruiting, screening, hiring, assigning, supervising and evaluating of personnel for positions in the offices under his/her jurisdiction.*

I. Professional and Personal Development

Authority/Responsibility:

Maintains and improves skills and knowledge in order to provide the leadership expected in the role of Director of Business and Facilities.

Representative Activities:

1. *Participates in local, state, and national professional organizations.*
2. *Attends conferences and workshops.*
3. *Reads current professional literature.*
4. *Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.*
5. *Consults regularly with other chief financial officers and appropriate administrators in school Districts to stay informed of current issues and trends.*
6. *Develops and maintains interests outside of education in order to assure a balanced perspective.*

TERMS OF EMPLOYMENT/HOURS:

According to Contract

EVALUATION:

Superintendent of Schools

Regulation

Adopted: 6/1/73

Amended: 9/81, 4/20/05 (Approved at Board Meeting 4//19/05), 7/05/05

Required _____

Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*ADMINISTRATIVE ASSISTANT FOR
INSTRUCTIONAL SERVICES*

2070

*DISTRICT ADMINISTRATIVE PERSONNEL
CENTRAL ADMINISTRATIVE PERSONNEL*

ADMINISTRATION

TITLE: *Administrative Assistant for Instructional Services*

CERTIFICATION: *New York State Certification – School District Administrator*

REPORTS TO: *Superintendent of Schools or designee.*

PERFORMANCE RESPONSIBILITIES:

- 1. Plans Summer School, After School and Saturday Program*
- 2. Coordinates the selection of Professional Staff*
- 3. Maintains Student Data and conducts BEDS survey*
- 4. Performs other duties as assigned by the Superintendent of schools*

TERMS OF EMPLOYMENT/HOURS:

According to Contract

EVALUATION:

Superintendent of Schools or designee

Regulation

Adopted: 4/19/05 (Approved at Board Meeting 4/19/05)

Amended: 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*ADMINISTRATIVE ASSISTANT FOR
FINANCE AND TRANSPORTATION*

2080 (a)

*DISTRICT ADMINISTRATIVE PERSONNEL
CENTRAL ADMINISTRATIVE PERSONNEL*

ADMINISTRATION

TITLE: *Administrative Assistant for Finance and Transportation*

QUALIFICATIONS: *New York State Certification – School District Administrator*

REPORTS TO: *Director of Business & Facilities*

PERFORMANCE RESPONSIBILITIES:

Business

- 1. Directs and performs professional accounting functions in accordance with established procedures and regulations; performs related duties as required.*
- 2. Performs responsible financial account-keeping functions.*
- 3. Assigns work to and supervises subordinates in an accounting section.*
- 4. Supervises maintenance of a complete and systematic set of records for all financial transactions.*
- 5. Prepares statistical data for administrative planning.*
- 6. Prepares financial cost or other accounting statements.*
- 7. Analyzes and evaluates financial statements and reports.*
- 8. Works closely with immediate supervisor and management in preparation of budgets and accounting methods and procedures.*
- 9. Reviews operations, methods, and procedures regarding use of electronic data processing for accounting functions, as required.*
- 10. Performs other duties, as assigned, consistent with Civil Service Title Specification.*

Transportation

- 1. Processes transportation contracts for submission to State Education Department.*
- 2. Prepares semi-annual transportation bills to component Districts.*
- 3. Drafts specification for transportation bid for business office.*
- 4. Submits Route Data Sheets to State Education Department.*

5. *Enables each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the District's schools.*
6. *Conforms with all state laws and regulations regarding school transportation.*
7. *Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.*
8. *Recruits, trains and supervises all transportation personnel, and makes recommendation on their employment, transfer, promotion and release.*
9. *Advises Superintendent on road hazards for decision on school closing during inclement weather.*
10. *Cooperates with school principals and others responsible for planning special school trips.*
11. *Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities*
12. *Assists in the formulation of the specifications to be incorporated in contractual agreements.*
13. *Prepares bus routes for all public and non-public schools in the District.*
14. *Prepares and updates bus schedules for all public and non-public schools in the District.*
15. *Prepares and administers the transportation budget with the assistance from the Administrator in charge of transportation.*
16. *Authorizes purchases in accordance with budgetary limitations and District rules.*
17. *Maintains all District-owned equipment and develops plans for preventive maintenance.*
18. *Submits all reports required by state authorities.*
19. *Takes an active role in solving discipline problems occurring on school buses.*
20. *Acts as liaison with parents for complaints and special requests.*
21. *Develops recommendations for future equipment and personnel needs.*
22. *Performs other duties, as assigned, consistent with Civil Service Title Specification.*

TERMS OF EMPLOYMENT/HOURS:

According to Collective Bargaining Agreement and Civil Service Guidelines

EVALUATION: *Director of Business & Facilities
Regulation*

Adopted: 5/85

Amended: 3/88, 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

BENEFITS AND CONDITIONS

2090 (a)

DISTRICT ADMINISTRATIVE PERSONNEL
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

Whereas the salary and benefits of all other employees are determined through negotiations with employee bargaining units, salary and benefits for confidential managerial professional staff are determined by the Board of Education, upon recommendation of the Superintendent, as represented in the following administrative regulations.

1. ANNUAL SALARY: *The remuneration received by confidential managerial employees shall be an annual salary for all services rendered during the term of employment. It shall include all additional duties such as meetings with the Board of Education and the public outside the business day.*

2. HEALTH INSURANCE: *The school District shall maintain for confidential managerial employees the same health insurance plan provided to other employees. Individual and family coverage will be provided at no cost to the employee. Confidential managerial employees who retire and are eligible for continued health insurance benefits under state law shall be covered as follows: The District shall pay 75% of the premium for retirees' coverage for health insurance and 50% of the premium for eligible dependent coverage for health insurance under the present plan.*

3. BUSINESS DAY AND OVERTIME: *The business day for confidential managerial professionals is undefined. These professionals are expected to adjust their work schedule according to the needs of the District.*

4. VACATION DAYS AND HOLIDAYS: *Each 12-month confidential managerial employee shall be granted twenty-three (23) days of vacation annually exclusive of holidays and periods when school and District offices are closed. This time shall accrue at the rate of two days per each month of employment to a maximum of twenty-three (23) days but may be expended prior to accumulation when beneficial to the District, in the judgment of the Superintendent.*

If employment is terminated prior to conclusion of the fiscal year, the employee's pay will be reduced to the extent that vacation has been taken but not earned. Vacation days must be utilized during the school year following the school year in which they are earned. Vacation days may not be accumulated; exceptions may be granted only upon approval of the Board of Education.

5. **SICK LEAVE:** *Fifteen (15) days sick leave, three (3) of which may be used as personal, illness or death in the immediate family - cumulative to 200 days.*

6. **RETIREMENT:** *New York State Teachers Retirement System or New York State Employee Retirement System.*

7. **UNUSED SICK LEAVE:** *Upon receiving approved retirement, unused sick leave will be paid on the basis of 40% of unused sick days at the per diem rate of one two hundredth (1/200) of the annual salary of said employee prevailing during the last year of actual service. Unused sick leave accumulates to a maximum of 200 days.*

8. **LIFE INSURANCE:** *The School District shall maintain a term life insurance policy in the amount of \$30,000.*

9. **DENTAL AND OPTICAL INSURANCE:** *The School District will maintain, at no cost to the confidential managerial employees, the same dental and optical insurance provided for building administrators.*

10. **EXTENDED SICK LEAVE:** *A total pool of forty (40) days (non-cumulative) extended sick leave, without salary deduction, for administrators not covered by contractual agreement is hereby established. If his/her accumulated sick leave is exhausted, said administrator is entitled to extended sick leave without salary deduction not exceeding twenty (20) days per school year upon meeting the following conditions:*
 - a. *Has been employed full time in the District for at least seven years;*

 - b. *There is presented to the Board a certificate from a physician chosen by the District Medical Advisor, stating that the administrator, as a result of serious illness or disability, is unable to perform his normal duties for at least thirty (30) calendar days, all or part of which runs beyond the last day of accumulated sick leave.*

11. GRIEVANCE PROCEDURE: *A grievance shall mean any claimed violation, misinterpretation or inequitable application of the existing laws, policies, procedures, regulations, administrative orders or work rules of the District which relate to or involve employee health, safety, physical facilities, materials or equipment furnished to the employees or supervision of employees. However, a grievance shall not include any matter involving the rate of compensation, retirement benefits, or disciplinary procedures or any other matter otherwise reviewable pursuant to law.*

*Note: For Grievance Procedure see Policy #4147
(Grievance Procedure was approved at the 2/8/83 Board Meeting.)*

Positions covered:

- *Director of Business*
- *Director of Curriculum and Instruction*
- *Director of Pupil Personnel Services*
- *Director of Facilities*
- *Administrative Assistant*
- *Assistant Director of Business*
- *Assistant Director of Pupil Personnel Services*
- *School Attorney*

** Except when terms and conditions are covered in separate agreement.*

Regulation

Adopted: 8/1/83

*Amended: 2/88, 10/14/04, 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05, 9/20/10,
1/14/14, 9/8/15*

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

GRIEVANCE PROCEDURE

2091

DISTRICT ADMINISTRATIVE PERSONNEL
CENTRAL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

A grievance shall mean any claim violation, misinterpretation or inequitable application of the existing laws, policies, procedures, regulations, administrative orders or work rules of the District which relate to or involve employee health, safety, physical facilities, materials or equipment furnished to the employees or supervision of employees. However, a grievance shall not include any matter involving the rate of compensation, retirement benefits or disciplinary procedures or any other matter otherwise reviewable pursuant to law.

The administrator shall present his/her grievance in writing to the Superintendent of Schools who shall render a determination. If the grievance is not satisfactorily resolved, the administrator may appeal to the Board of Education. Thereafter, the Board may ask the Superintendent of Schools to appoint a grievance board consisting of no more than three members to hear the appeal. The grievance board shall recommend a resolution of the grievance to the Board of Education, which shall make a final decision.

Legal Reference

Policy

Adopted: 2/9/83 (approved at Board Meeting 2/28/93)

Amended: 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

Required _____
Local _____

FUNCTION

2100

ELEMENTARY PRINCIPAL
INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL

ADMINISTRATION

All building principals shall act as the chief administrative officers for their own school buildings and grounds. They shall be responsible for and shall have authority over the actions of students, professional and classified employees, visitors, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

Principals shall have overall responsibility for the maintenance of their buildings and grounds.

Legal Reference

Policy

Adopted: Prior to 5/1/69

Amended: 2/10/81, 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

JOB DESCRIPTION

2110 (a)

*ELEMENTARY PRINCIPAL
INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL*

ADMINISTRATION

TITLE: *Elementary School Principal*

QUALIFICATIONS: *New York State Certification:
School Administrator and Supervisor*

REPORTS TO: *Superintendent of Schools*

DEFINITION:

The elementary school principal is the instructional leader for the building. He/she is responsible for the supervision, monitoring and evaluation of personnel, the instructional program, student personnel, business/finance management and for school/community relations. The elementary school principal reports directly to the Superintendent of Schools and works cooperatively with District supervisors and administrators.

MAJOR POLICY RESPONSIBILITY:

The principal is responsible for implementing and monitoring the approved policies and regulations of the Board of Education, and for conforming with all state and federal laws and regulations pertaining to the operations of the schools.

KEY FUNCTIONS:

A. Supervision and Evaluation:

Authority/Responsibility:

The principal works collaboratively with the Superintendent and District Administrators with respect to the employment and assignment of professional and classified staff, and supervises and evaluates all building personnel utilizing approved District procedures.

Representative Activities:

- 1. Monitors and assesses teacher classroom performance.*
- 2. Uses the District's supervisory process to improve teacher performance and the instructional process.*
- 3. Conducts needs assessments to determine staff development needs.*
- 4. Informally monitors classroom instruction on a regular basis.*

5. *Discusses reports with the Superintendent about the performance of staff.*
6. *Assesses staffing needs, makes employment, tenure, transfer, reassignment, and termination recommendations to the Superintendent.*
7. *Conducts summative evaluations with all personnel.*

B. Supervision of Instructional Program

Authority/Responsibility:

Works collaboratively with the Superintendent, District Administrators in the evaluation and improvement of the instructional program.

Representative Activities:

1. *Monitors and evaluates the implementation of state and District curricula.*
2. *Remains informed and knowledgeable of research on effective schools and other improvement initiatives and assures appropriate application in the classroom instructional activity.*
3. *Assesses the appropriateness of instructional resources and makes recommendations for their modification, revision or adoption.*
4. *Utilizes supportive personnel (i.e. AIS teacher, ELL teacher) to effectively evaluate the instructional program.*
5. *Monitors the administration and results of all required student assessments. Test data will be used to analyze the effectiveness of curriculum and instruction.*
6. *Establishes high expectations for staff and student achievement and strives continually to improve learner outcomes.*

C. Student Personnel

Authority/Responsibility:

Supervises and provides direction and leadership for student discipline, instruction and social/emotional development.

Representative Activities:

1. *Monitors student behavior throughout the school day.*
2. *Monitors student progress through the instructional program.*
3. *Monitors Child Study Team Meetings to identify, assess, recommend and prescribe services to meet individual student needs.*

4. *Informs parents about student progress.*
5. *Compiles, uses and secures student records in compliance with legal constraints and District policies.*
6. *Publicizes and enforces the District's expectations for student performance.*
7. *Fully utilizes school District student support services to meet student needs.*

D. Business/Fiscal Management

Authority/Responsibility:

In cooperation with appropriate central office personnel supervises the operation of the building and its equipment, and follows established business procedures.

Representative Activities:

1. *Develops, implements and monitors the building budget.*
2. *Prepares and submits federal, state and local reports.*
3. *Provides for appropriate maintenance and custodial services.*
4. *Maintains accurate inventories of equipment, textbooks, and supplies.*

E. School/Community Relations:

Authority/Responsibility:

Develops, fosters and maintains a positive working relationship between school and community.

Representative Activities:

1. *Organizes and meets with PTA and other advisory and support groups.*
2. *Plans for the release of information about the school through newsletters, meetings, newspapers, parent groups and other appropriate communication techniques.*
3. *Develops positive relationships with individuals and community groups which foster support for school goals, objectives and programs.*
4. *Conducts regular meetings with the PTA President and/or Council to discuss matters of mutual concern and importance.*

F. Professional and Personal Development

Authority/Responsibility:

Maintains and improves skills and knowledge in order to provide the leadership expected in the role of elementary school principal.

Representative Activities:

- 1. Participates in local, state, and national professional organizations.*
- 2. Attends conferences and workshops.*
- 3. Reads current professional literature.*
- 4. Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.*
- 6. Consults regularly with other elementary school principals to stay informed of current issues and trends.*
- 7. Develops and maintains interests outside of education in order to assure a balanced perspective.*

TERMS OF EMPLOYMENT/HOURS:

According to Collective Bargaining Agreement or Contract

EVALUATION:

Superintendent of Schools

Regulation

Adopted: prior to 5/1/69

Amended: 2/10/8, 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

JOB DESCRIPTION

2120 (a)

*ELEMENTARY SCHOOL ASSISTANT PRINCIPAL
INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL*

ADMINISTRATION

TITLE: *Elementary School Assistant Principal*

QUALIFICATIONS: *New York State Certification:
School Administrator and Supervisor*

REPORTS TO: *Building Principal*

DEFINITION:

The Assistant Principal works collaboratively with the building principal to provide instructional leadership within the building. He/she is responsible for supervisory duties as assigned by the principal.

MAJOR POLICY RESPONSIBILITY:

The Assistant Principal will carry out the policy of the Board of Education of the District and State of New York. The Assistant Principal will recommend changes in policy to the principal.

KEY FUNCTIONS:

A. SUPERVISION AND EVALUATION:

Authority/Responsibility:

Assists the principal in the supervision and selection of staff members.

Representative Activities:

- 1. Uses District supervision model to improve teacher performance and the instructional process.*
- 2. Monitors and assesses teacher classroom performance as assigned by building principal.*
- 3. Assists in the interview, selection, and assignment of staff members.*
- 4. Supervises and evaluates all support staff as assigned by the building principal.*
- 5. Works collaboratively with building principal to determine staff development needs.*

B. SUPERVISION OF INSTRUCTIONAL PROGRAM

Authority/Responsibility:

Works collaboratively with the Building Principal and all District supervisory personnel in the evaluation and improvement of the instructional program.

Representative Activities:

- 1. Assists Principal in monitoring and evaluating the implementation of state and District curricula.*
- 2. Remains informed and knowledgeable of research on effective schools and other improvement initiatives and assures appropriate application in the classroom instructional activity.*
- 3. Assess the appropriateness of instructional resources and makes recommendations for their modification, revision or adoption.*
- 4. Works with classroom teachers and support personnel (i.e., AIS, ESL, Resource teachers) to effectively evaluate the instructional program.*
- 5. Monitors the assessment and results of student assessments. Data will be used to analyze the effectiveness of curriculum and instruction.*
- 6. Sets high expectation for self, staff and student achievement and continually strives to improve learner outcomes.*
- 7. Assists in overseeing the building Child Study Team.*
- 8. Coordinates the development of the master schedule including duties, as needed, to safeguard our children.*

C. STUDENT PERSONNEL:

Authority/Responsibility: *Manages and supervises attendance and discipline programs.*

Representative Activities:

- 1. Conducts conferences with teachers, students, parents and support personnel to assess attendance and behavior problems.*
- 2. Administers appropriate disciplinary measures or referrals.*
- 3. Maintains daily communication with principal, teachers, security staff, and teacher aides for the effective administration of school discipline policy.*
- 4. Communicates to parents and students school and District expectations concerning attendance and behavior.*

5. *Administers the approved District attendance and discipline policies.*

D. BUSINESS/FISCAL MANAGEMENT:

Authority/Responsibility:

Assists the principal to manage and supervise functions and managerial routines.

Representative Activities:

1. *Ensures that each class during the school day is appropriately covered with a certified staff member or designated substitute.*
2. *Assists in budget development, preparation and control.*
3. *Maintains inventory control and directs the dispersal of supplies and equipment.*
4. *Maintains adequate and accurate school records.*
5. *Oversees the managerial responsibilities of all building staff.*
6. *Prepares reports for the State Education Department, Central Office and other appropriate agencies.*

E. SCHOOL/COMMUNITY RELATIONS:

Authority/Responsibility:

Develops, fosters and maintains a positive working relationship between school and community. Manages student activities.

Representative Activities:

1. *Works collaboratively with the PTA to provide programs that support instructional goals.*
2. *Plans, schedules, and supervises student assemblies, field trips, and special programs.*
3. *Provides adequate coverage for extra-curricular activities and supervises those who cover these events.*
4. *Attends student events regularly.*
5. *Monitors the student cafeteria during lunch periods.*

F. PROFESSIONAL AND PERSONAL DEVELOPMENT

Authority/Responsibility:

Maintains and improves skills and knowledge in order to provide the leadership expected in the role of Assistant Principal.

Representative Activities:

- 1. Participates in local, state, and national professional organizations.*
- 2. Attends conferences and workshops.*
- 3. Reads current professional literature.*
- 4. Enlists the assistance of consultants and outside experts to enhance and broaden his/her knowledge and skills.*
- 5. Consults regularly with other Administrators to stay informed of current issues and trends.*
- 6. Develops and maintains interests outside of education in order to assure a balanced perspective.*

TERMS OF EMPLOYMENT/HOURS:

According to Collective Bargaining Agreement or Contract

EVALUATION:

Superintendent of Schools

Regulation

Adopted: 6/20/90

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

LINE OF RESPONSIBILITY 2130

ADMINISTRATIVE OPERATIONS ADMINISTRATION

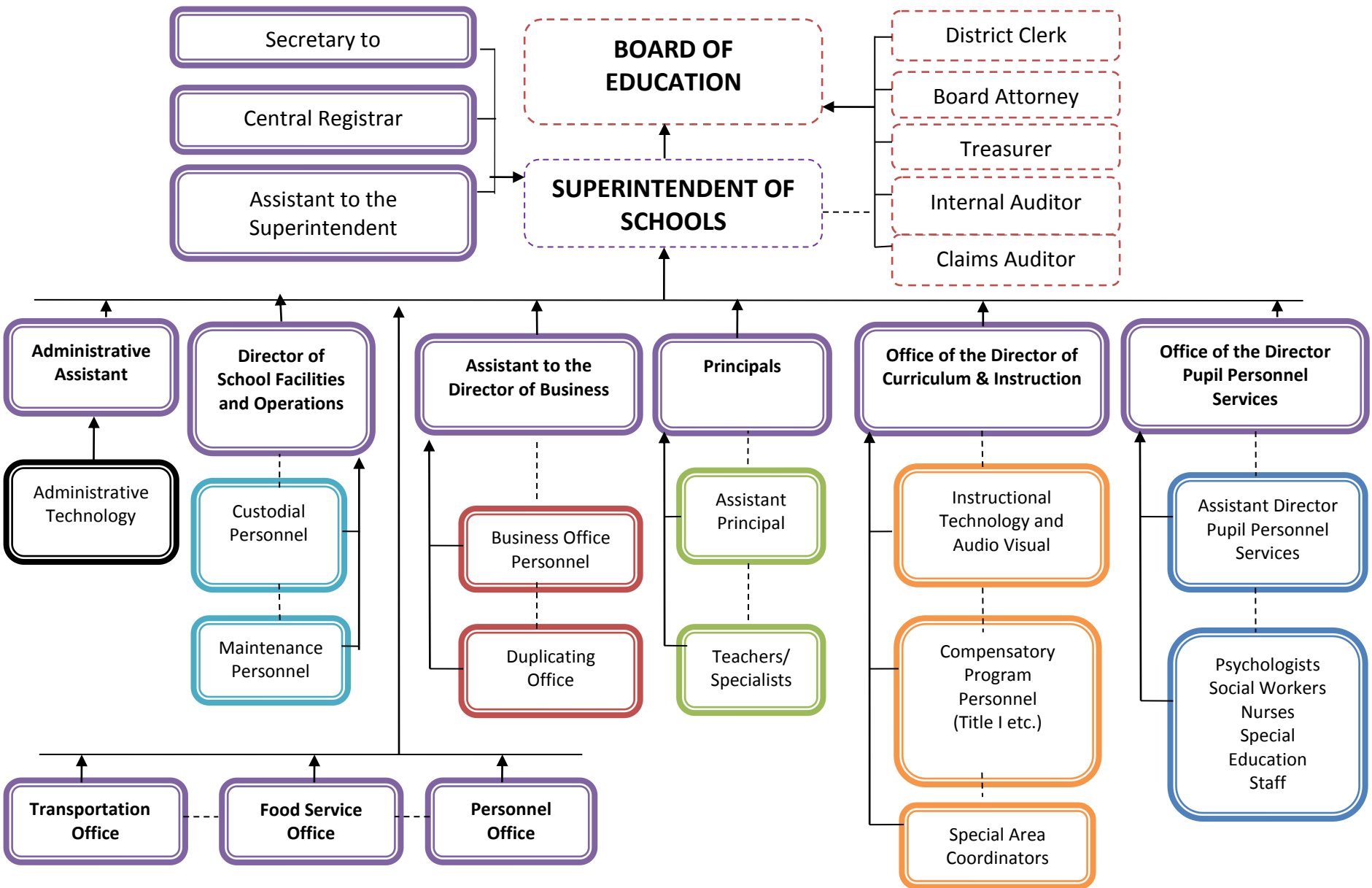
The Board of Education will approve an organizational chart prior to the opening of the school year upon the recommendation of the Superintendent.

Reference

Policy
Adopted: 9/55
Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05, 01/13/10 (Approved at Board Meeting 01/12/10)

ELMONT UNION FREE SCHOOL DISTRICT – ORGANIZATION CHART

Reporting



2130(b)

Required X
Local

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

CODE OF ETHICS

2200 (a)

ADMINISTRATIVE OPERATIONS

ADMINISTRATION

CODE OF ETHICS

Pursuant to the provisions of section eight hundred six of the General Municipal Law, the Board recognizes that there are rules of ethical conduct for Board members, public officers, volunteers and employees (henceforth referred to as officers and employees) which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. These rules shall serve as a guide for official conduct of Board members, officers, volunteers and employees of the District. These rules of ethical conduct shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contract of municipal officers and employees.

The District will not condone the activities of officers and employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The District does not permit any activity that fails to stand the closest possible public scrutiny. Officers and employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of legal counsel.

I. Definitions

1. "Board member, Officer, Employee or Volunteer" means any Trustee, Officer, employee of or volunteer to the school District, whether paid or unpaid, including members of the Board of Education, the administrative staff, professional staff, civil service staff, or other hired employees thereof. The terms Officers and Employees used throughout the text of this policy will include all of the above.
2. "Interest" means a pecuniary or material benefit accruing to a Board member, Officer, or Employee unless the context otherwise requires.

II. Standards of Conduct

Officers and employees are expected to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, sexual harassment and similar unprofessional activities are strictly prohibited.

Every Officer or Employee of the school District shall be subject to and abide by the following standards of conduct:

1. Gifts

He/She shall not directly or indirectly solicit and or receive any gift (having a value of seventy-five \$75 dollars or more) whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her or could reasonably be expected to influence him/her in the performance of his/her official duties, or was intended as a reward for any official action on his/her part.

2. Kickbacks and Commissions

Officers and employees may not receive payment or compensation of any kind, except as authorized under the District's remuneration policies. In particular, the District strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

3. Organization Funds and Other Assets

Employees who have access to District funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the District's guidelines. The District imposes strict standards to prevent fraud and dishonesty. If officers or employees become aware of any evidence of fraud and dishonesty, they must immediately advise their supervisor or the Attorney for the District so that the District can promptly investigate further. When an employee's position requires spending District funds or incurring any reimbursable personal expenses, that individual must use good judgment on the District's behalf to ensure that good value is received for every expenditure.

Funds and all other assets of the District are for District purposes only and not for personal benefit.

4. Records and Communications

Accurate and reliable records of many kinds are necessary to meet the District's legal and financial obligations and to manage the affairs of the District. The District's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

False expense, attendance, production, financial, or similar reports and statements.

5. **Confidential Information**

Any Officer or employee shall not disclose confidential information acquired by him/her in the course of his/her duties or use such information to further his/her personal interest.

When handling financial and personal information about employees, students or others with whom the District has dealings, the following principles must be observed:

- Collect, use, and retain only the personal information necessary for the Organization's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes of which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.
- Do not discuss students or other employees within the District and outside of the schools, except when required by the position held or by law.

6. **Dealing with Outside People and Organizations**

Employees must take care to separate their personal roles from their District positions when communicating on matters not involving District business. Employees must not use District identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve District business, employees must not presume to speak for the District on any topic unless they are certain that the views they express are those of the District and it is the District's desire that such views be publicly disseminated.

When dealing with anyone outside the District including public officials, employees must take care not to compromise the integrity or damage the reputation of either the District, or any outside individual, business, or government body.

7. Prompt Communications

In all matters relevant to students, suppliers, government authorities, the public and others in the District, all employees must take every effort to achieve complete, accurate, and timely communications ---responding promptly and courteously to all proper inquires for information and to all complaints.

8. Representation Before One's Own Agency

- a. Any officer or employee shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board or any committee thereof, or which he/she is a Board member, Officer, or employee or of any committee over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.
- b. Any officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board or any committee thereof, whereby his/her compensation is to be dependent or contingent upon any action by such agency or with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

9. Disclosure of Interest in Matters Before the Board

To the extent that any officer or employee knows thereof a member of the Board and any officer or employee of the school District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such matter.

10. Conflicts of Interest

The School District expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the District. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their superior.

11. Investments in Conflict with Official Duties

Any officer or employee shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her duties.

12. Private Employment

Any officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.

13. Future Employment

Any employee or officer shall not, after the termination of services or employment with the school District, appear before the Board or agency of the school District in relation to any case, proceeding or application in which he/she personally participated during the period of his/her services or employment or which was under his/her active consideration.

14. Outside Activities and Employment

All employees share a serious responsibility for the District's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the District and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the District that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving the District of their best efforts on the job.
- Create a conflict of interest – an obligation, interest or distraction – that may interfere with the independent exercise of judgment in the District's best interest.

15. Conduct

Any officer or employee represents the entire community. While acting in his/her official capacity such representation shall be inclusive, impartial and without prejudice based upon race, sex, religious orientation or any other reason. He/She shall not engage in any conduct, whether verbal, written or in any other form which shall denigrate or which shall in any manner show contempt for any person or group because of their race, sex or religious prejudice. Any such conduct shall be viewed by the Board as rendering him/her unfit to hold the office of Board member or employee of the District.

16. Conduct

Any officer or employee shall treat the other members of the Board and/or employees of the District with courtesy and respect. He/She shall maintain decorum at meetings, whether public or executive session, and at any other gathering of Board members and shall not subject other Board members to harangues. Denigration and personal attack such as the use of invective referring to the race, sex, age, physical make-up or ability or religious orientation of another Board member or employee of the District shall be viewed by the Board as unethical behavior and misconduct which shall render him/her unfit to hold the office of Board member or employee of the District.

17. Conduct

Any member of the Board shall assure the opportunity for high quality education for every student and make the well-being of students the fundamental principle in all decisions and actions, obey all national, state and local laws and regulations pertaining to education and public agencies. Represent the entire community without fear or favor, while not using these positions for personal gain and accepting all responsibilities as a means of unselfish service. Uphold the principles of due process and individual dignity and protect the civil and human rights of all. Adhere to the principle that the Board shall confine its role to policy making, planning and appraisal, while the Superintendent shall implement policies. Act as part of an educational team with mutual respect and regard for each other's respective responsibilities and duties, recognizing that the strength of a school board is in acting as a Board, not as individuals; and that the strength of the Superintendent is in being the educational leader of the school District. Maintain high standards and the effectiveness of education through research and continuing professional development.

Preserve the obligation of having all issues considered fairly and without bias. Instill respect for community, state and nation. Honor the spirit and letter of all contracts until fulfillment or modification by mutual agreement.

III. Penalties

1. A violation of any of the provisions of this Code shall constitute cause for forfeiture of pay, suspension or removal from office or employment in the form and manner as provided by law.
2. Nothing in this Article shall limit any other penalties which may be provided by law.

IV. Employment of Board Members

Each and every member of The Board of Education shall register with the District Clerk at the Annual Reorganization meeting, the names, addresses and telephone numbers of all his or her current places of employment, and he or she shall inform the District Clerk of changes in the names, addresses and telephone numbers of his or her places of employment at the time such changes occur.

V. Employment of Relatives of Board Members

Any person who is related by blood or marriage to any member of the Board of Education may be employed as a teacher by the Board upon the consent of two-thirds of the members thereof to be determined at a Board meeting and to be entered upon the proceedings of the Board.

This action shall be taken annually for re-employment.

The appointment of a spouse, minor child, or dependent of a school board member to a non-professional position on the school staff will follow the provisions of Article 18 of the General Municipal Law.

Legal Reference:

Reference: Education Law #3016

Policy

Adopted: 12/9/70

Amended: 12/16/92, 11/17/04 (approved at Board Meeting 11/16/04), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
ELMONT, NY

CODE OF ETHICS

2200 (h)

EMPLOYMENT OF BOARD MEMBERS

INTERNAL BOARD POLICIES

PLEASE FILL OUT AS PER POLICY 2200

Current Employer

Address

Telephone

1. _____

2. _____

3. _____

Signature of Board Member

Required _____
Local _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

TEXTBOOK PURCHASE AND LOAN

2300 (a)

NON-PUBLIC SCHOOL SERVICES

ADMINISTRATION

Responsibility:

Section 1709 of Education Law states that a power and duty of Boards of Education shall be to prescribe the textbooks to be used in schools, and to compel a uniformity in the use of same, and to furnish the same to pupils out of any moneys provided for that purpose.

Section 701 of the State Education Law requires all school boards to purchase and to loan “upon individual request” textbooks to all children residing in the District in grades K-12 (to grade 6 in the case of the Elmont Union Free School District) who attend non-public schools which comply with the compulsory education law.

The Superintendent shall be responsible to present all textbooks, as defined in this policy, to the Board of Education for their approval for use in this school District.

Questions concerning the implementation of these provisions shall be referred to the school attorney for resolution.

Definition:

A textbook shall mean any book, or a book substitute, which shall include hard covered or paperback books, or manuals which a pupil is required to use as a text or a text substitute, in a particular class or program in the school he legally attends. Textbooks must be required in a particular class or program as a primary source of study material intended to implement a major part of a state curriculum or a state-approved local curriculum.

The following materials shall not be considered to constitute textbooks:

Encyclopedias, almanacs, atlases, and general and special purpose dictionaries, except that dictionaries individually assigned to all students in a particular class or program as a textbook substitute shall be considered to constitute textbooks;

Supplementary textbooks, novels and other fiction, magazines, newspapers and audio-visual materials normally housed in the school library or instructional materials center for short term use by students;

Texts and testing materials, teacher’s editions of textbooks, review books, and materials in kit form;

Sectarian publications and denominational editions which contain the approval of a religious authority.

A textbook shall be considered a replacement when it is recommended for purchase to replace a book lost, stolen or damaged beyond repair or if the enrollment of District residents in particular classes have increased.

Procedure:

On or before June 1 a parent or guardian of the child residing in the District, who will be attending a non-public school during the next school year, shall submit a written request, either directly or through the school attended, to the school District for the textbooks desired to be used by the child during such next school year. No late request of a parent or guardian shall be denied where a reasonable explanation is provided for the delay.

The form of request utilized by this District shall provide for a guarantee by a parent or guardian for the return of such books or in the case of loss or damage, for payment of the value thereof.

The Superintendent or his/her designee shall determine the needs of students in the public schools on or before May 1.

The number of books needed in each subject (both public and private) shall then be checked against existing book stocks. Books in existing stock, as well as textbooks to be newly purchase, will be distributed among the respective students on an equitable basis.

Having ascertained the number of textbooks needed in each subject, the total amount necessary to purchase all textbooks must then be checked against the limitation of budgeted monies approved by the voters of the District for the appropriate school year.

Unless the necessary dollar amount is within that limitation, the Board of Education will then decide whether it wishes to exceed such limitation by appropriating additional funds for such purposes.

If the amount needed is in excess of both the limitation and the amount by which the school board is willing to exceed that limitation, the Board will determine how to utilize the funds thus available in order to best meet the needs of the pupils as expressed by the requests received on an equitable basis. First, the cost of all replacement textbooks (both public and non-public) shall be ascertained and funds set aside for the purchase of these books. Since the Board of Education may not discriminate between individual students in either the public or non-public schools,

The Board will then determine how many categories of textbooks (by subject area such as science, mathematics, social studies or by grade level or by other category such as consumable workbooks) can be purchased for loan to both public and non-public pupils within the remaining dollar amount available. Unauthorized purchase will not be made for books to be loaned by the Board to resident pupils attending public and non-public schools.

It shall be the responsibility of the Superintendent or his/her designee to inform the Board of Education at the June meeting if the books requested exceed the funds available. He/she shall also make detailed recommendations as to which subject areas, grade levels or other category such as consumable workbooks should have priority for new purchases.

Legal Reference:

Policy

Adopted: 4/20/83 (approved at Board Meeting 4/19/93)

Amended: 4/16/85, 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

NON-PUBLIC SCHOOL SERVICES

2310 (a)

NON-PUBLIC SCHOOLS

ADMINISTRATION

Health Services:

The Elmont District shall provide resident pupils who attend non-public schools with the same health and welfare services as are made available to pupils who attend the public schools of this District.

Conditions:

The principal, director, teacher or other person in charge of the non-public school must request the services of entitlement. Otherwise, they will not be provided. Requests for new services shall be made known to the Superintendent of Schools of the Elmont District by November 30 of the previous year to permit inclusion of such services in the District's budgetary and work plans.

Health services involving the service of a physician, dentist, dental hygienist, or nurse may be rendered on the non-public school site.

Therapeutic and remedial services rendered by a school psychologist and speech correctionist may be rendered on the non-public school site.

Direct instructional services of a speech correctionist or teacher of the deaf shall be rendered in the public school or at a public location.

Storage and disposition of records are the responsibility of the Elmont School District.

Textbooks:

See Board Policy 2300. Section 701 of Education Law requires all school boards to purchase and to loan textbooks on an equitable basis to all pupils residing in the school District who are attending grades kindergarten through twelve in any public or non-public school. The Board of Education will purchase and loan only textbooks that are nonsectarian. No fees will be assessed in connection with the loan of textbooks unless such textbooks are damaged or lost.

Conditions:

Parents of pupils in non-public schools must submit written requests for textbooks to the Elmont District. All textbooks remain the property of the Elmont District.

Once selected, textbooks shall be retained for a period of five years.

The District shall purchase no textbooks for non-public schools for "summer schools".

Parents of public and non-public school children are responsible to pay for damaged, lost, or destroyed textbooks loaned to them.

Transportation:

The provisions of Section 3635 of the Education Law require all non-city Districts to provide transportation for pupils enrolled in Grades K-8 who live more than two miles from their school of attendance up to a distance of fifteen miles.

Conditions:

The transportation regulation of the Elmont District 2500 shall apply to non-public school eligible children. Where requests for transportation involve meeting non-public school schedules the District deems unreasonable, or where such schedules differ significantly from those of the Elmont District, requests will not be honored. Copies of non-public school schedules must be received by the Elmont District no later than May 1, in order to provide transportation which shall commence in September. Earlier submission is encouraged.

Non-public schools must submit their requests for transportation annually to the Elmont District by April 1 for transportation which shall commence in September. The District is not obligated to notify non-public school parents of the due date for such requests. New residents must submit their requests within 30 days of the date on which the pupil becomes a legal resident of the District.

The District shall provide no transportation to non-public schools for field trips, athletic events, etc. The District is not required to provide transportation to non-public schools on any days when public schools are scheduled to be closed, or during the summer.

Where transportation may be required beyond the 15-mile limit, the District's central pickup point shall be the designated main front entrance of the Covert Avenue School. If there are no pupils attending a non-public school who live less than 15 miles from that non-public school, then pupils who live more than 15 miles from that school will not be eligible for transportation to that school from the central pickup point.

Special Education – The nature of special need and the recommendation of the Committee on Special Education will determine when transportation is to be provided for identified children. Special Education children may not be transported more than 50 miles each way to and from schools daily except by authorization of the Commission of Education. Transportation from non-public to public school sites shall be provided for distances in excess of one quarter mile.

Gifted - Transportation for non-public school child enrolled in the District's Gifted program shall be provided for distances in excess of one-quarter mile.

Dual Enrollment:

Under Section 3602-c of Education Law, pupils in non-public schools may also enroll in public school programs in three categories: occupational, handicapped, and gifted education. Through a request for participation in a dual enrollment program, a pupil is enrolled, but no formal registration in the public school is required. The law provides that non-public school pupils may not be segregated from public school pupils in any dual enrollment programs.

NOTE: Programs which take place beyond the school day or school year are not activities which the District recognizes as dual enrollment programs.

Special Education:

Any pupil enrolled in a non-public school who qualified as a Special Education child is eligible for services through dual enrollment.

The Board of Education will provide services for Special Education pupils in the local public school, through contract with another school District, or with the Board of Cooperative Education Services.

Gifted:

Gifted education programs or services are those beyond the regular school program designed to realize the full potential of students who show evidence of high performance capability and exceptional potential. Public school Districts are not required to have gifted programs. However, if a District does have a gifted program, it must make participation in that program available to non-public pupils who meet District identification requirements.

Conditions:

Eligibility for participation in the District's Gifted program shall be the same for non-public and public school children and shall be based upon criteria as established by the District.

The parent of a pupil attending a non-public school must file a written request with the Board of Education of the Elmont District in order to request participation. This request may be filed through the non-public school. The deadline for receiving these requests by Elmont Union Free School District should be May 15, but not later than June 1, of the year preceding participation.

Instruction shall be in the schools of the Elmont District at a site or sites to be selected by the District.

Regulation

Adopted: 3/21/84

Amended: 4/20/05 (Approved at Board Meeting 4/19/05), 7/05/05, 12/14/11

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

ELIGIBILITY

2500 (a)

TRANSPORTATION

ADMINISTRATION

Points of Entry:

Distances shall be measured by the nearest available public route from legal residence to school from the nearest point of exit of the legal residence property line to the main front entrance of school.

The terminus for distance measurement purposes shall be to a line that is perpendicular to the mid-point of the main front door entrance of each building as it intersects both sides of the street. These points of intersection shall be considered the points of entry for the implementation of policy. The administration shall determine which entrance is the main entrance where there is more than one.

Recommendations in cases involving dispute of measurements shall be the responsibility of the Director of Transportation.

Adjustment of Pick-up or Drop-off Points

Reasonable requests for adjustment of pick-up or drop-off points shall be approved or disapproved by the Director of Transportation upon written request by parents, provided:

- 1. Child is entitled to transportation from his/her legal residence as defined in policy.*
- 2. No additional cost is involved.*
- 3. No changes of current bus routes or changes of current schedules are involved.*
- 4. No change of schools is involved.*
- 5. The parent or guardian relieves the District of liability.*

Note: Parents or guardians retain the right to appeal to the Board.

Exceptions to Zoned Schools (8321)

In Board approved cases of exception, distances shall be measured from the residence of an approved adult supervisor, to the school attended. Eligibility for transportation shall not be determined in these cases from the legal residence of the parent or guardian.

Requests for Non-Public School Transportation

Parents seeking transportation in such cases shall complete and submit the Request for Non-Public School Transportation form by April 1 preceding the beginning of the next school year, except that families moving into the District later than April 1 may complete this form within thirty days after establishing residence in the District. Parents or Guardians are responsible to submit requests in a timely fashion as noted in the District calendar and public announcements. The request form will be available in the schools and in the office of the Director of Transportation.

In cases where parents' or guardians' requests are submitted later than the time limits as described, the Board shall approve such requests provided:

There is a reasonable and compelling explanation for the lateness of the request as judged by the Board of Education.

If transportation can be arranged under existing circumstances without additional cost to the District, late requests will be honored whether or not a compelling explanation is provided.

Emergency Medical Situations

Emergency requests for exceptions to the District policy should be expedited by principals using judgment consistent with the facts as presented. Generally, the following procedure should be used:

Principal should provide the child and the parent with a copy of the Special Permission Request to be completed immediately by the family physician. Forward the completed form to the Director of Transportation.

In cases where a child is non-ambulatory due to an accident or a serious illness, the principal can issue a temporary medical pass. The principal must notify the Transportation Office immediately to report that a pass has been issued. All other cases are to be referred directly to Director of Transportation for processing.

The Director of Transportation will follow up, taking appropriate steps to determine eligibility for transportation. Such steps shall include the review of the request by the school District physician and communication with the Committee on the Handicapped.

Children permitted to ride the school bus for medical reasons will have a Medical Bus Permit issued by the Director of Transportation.

Right to Appeal to Board

Parents or guardians who desire to appeal these administrative regulations may do so by writing to the Superintendent of Schools. The appeal to the Board of Education shall fully, completely, and accurately describe the reasons for the appeal. Such parents or guardians shall receive a response by the day following the next scheduled Board meeting provided that the appeal is clocked in at least five school days prior to such meeting. In the event it is filed later than five school days prior, the Board will act on the matter at its next scheduled meeting.

Private and Parochial School Transportation

Students attending private and parochial schools will be transported whenever the school District is in operation – When the District schools are closed, every effort will be made to transport private and parochial school children. If transportation is not possible, the student's parents will be notified at least two weeks in advance.

Regulation

Adopted: 10/15/71

Amended: 10/72, 6/16/81, 5/84, 8/85, 7/05/05

Required: _____
Local: _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

BUS ACCIDENTS

2520

TRANSPORTATION

ADMINISTRATION

The procedures to be observed in the event of an accident occurring while transporting children to and from school by the Elmont Union Free School District shall be arranged by the Superintendent of Schools or his/her designee.

Policy

Adopted: 10/15/71

Amended: 7/6/95 (Approved at Board Meeting 7/5/95), 7/05/05

Required: _____

Local: _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

BUS ACCIDENTS

2520 (a)

TRANSPORTATION

ADMINISTRATION

The following instructions apply to accidents occurring in transporting children by District owned school busses.

- 1. In the event of an accident involving little or no damage to equipment and no injuries to occupants, the following procedure is to be observed:*
 - a. The bus driver will radio the Transportation Office and advise the Bus Dispatcher, giving details of the accident.*
 - b. The Bus Dispatcher will call the police, giving details of the accident. The Bus Dispatcher will relay police instructions to the driver by radio.*
 - c. The Bus Dispatcher will be responsible for notifying the Superintendent and his/her designee in a timely fashion. A written accident report will be filed by the Bus Dispatcher, copied to the Superintendent of schools and designated administrator, by the end of the school day.*
 - d. The Bus Dispatcher will notify the principal of the school(s) involved. The school will make parental contact where appropriate.*
 - e. The Bus Dispatcher will make all appropriate written reports with the District's insurance carrier.*
- 2. In the event of an accident involving such damage to equipment that it would be unsafe to proceed and/or where injuries occur among occupants, the following procedure is to be observed:*
 - a. The bus driver will radio the Bus Dispatcher and advise, giving details of the accident.*
 - b. The Bus Dispatcher will call the police giving details of the accident, asking that they respond to the site of the accident.*
 - c. The Bus Dispatcher will immediately notify the Superintendent of Schools, the designated administrator and building Principal(s).*
 - d. The Bus Dispatcher shall proceed to the site of the accident to coordinate police reports, student medical attention, etc.*

- e. The school nurse shall proceed to the site of the accident if appropriate and contact parents of children involved to advise them of the incident and/or status of their child.*
 - f. All written reports, including but not limited to police reports, insurance reports, and internal accident reports are to be filed by the Bus Dispatcher, with advisement of the designated administrator.*
 - g. All media requests for information regarding a bus accident must be directed to the Superintendent of schools without comment on the part of District employees.*
- 3. In the event a bus accident involves a bus contracted by the District, procedures outlined in #1 and #2 of this policy are to be followed, with the Bus Dispatcher acting as the contact person between the District and the contractor.*

Regulation

Adopted: 10/15/71

Amended: 7/6/95(Approved at Board Meeting 7/5/95), 7/05/05

Required: _____
Local: _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

DRIVER EMPLOYMENT

2530

TRANSPORTATION

ADMINISTRATION

The Elmont Board of Education believes the secure transportation of the children of this District to be of the highest level of importance.

In order to insure the safest possible transportation of each child, the Superintendent of Schools shall develop procedures in accordance with state required safety regulations and, in addition, such local standards as he/she deems necessary so that:

1. New driver personnel are thoroughly screened for driving violations, police, or criminal records.
2. All driver personnel are continuously in-serviced in defensive driving techniques.

The Superintendent shall develop regulations to implement this policy, review them annually, and modify them when necessary to meet or exceed the standards contained in this policy.

Legal Reference

Policy

Adopted: 5/22/85 (approved at Board Meeting 5/21/85)

Amended: 2/16/05 (approved at Board Meeting 2/15/05), 7/05/05

Required: _____
Local: _____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

DRIVER EMPLOYMENT

2530 (a)

TRANSPORTATION

ADMINISTRATION

EMPLOYMENT

1. Screening

Personnel who seek employment as drivers in the Elmont School District shall be carefully screened for employment. Minimum screening shall include:

- 1.1 An examination of the state abstract of the candidate's driving record.*
- 1.2 A physical examination including a vision and hearing test.*
- 1.3 Fingerprinting to determine whether there is a criminal or police record.*
- 1.4 A road test and written test supervised by the 19A Examiner.*
- 1.5 Drug Test*

If the results of these inquiries and tests are found acceptable, the Transportation Manager shall recommend the candidate to the Superintendent of Schools for employment. If they are not, the candidate shall not be employed as a driver in this District.

2. In-Service

- 2.1 Each new driver shall take 30 hours of instruction in defensive driving techniques and safety practices as provided by the Department of Motor Vehicles.*

3. Annual Review

Each driver employed by the Elmont District shall be evaluated each year by the Transportation Manager in the following specific ways:

- 3.1 A review of his/her driving license, driving record and violation (if any).*
- 3.2 The Transportation Manager shall also conduct an annual personnel interview with each driver to evaluate performance and plan for improvements.*
- 3.3 Each driver shall also:*
 - 3.3.1 Twice yearly take a two-hour defensive driving refresher course.*
 - 3.3.2 Take and pass a written and road test administered by a certified 19A Examiner every two years. The results of this test shall be placed in the employee's 19A file.*

- 3.4 Each driver shall annually receive a physical examination including a vision and hearing test to be paid for by the Board of Education.*
- 4. In July of each year, the Transportation Manager shall forward to the Superintendent of Schools a written statement declaring each driver's fitness to continuous employment.*
- 5. Evidence of criminal or police record, unsafe driving record, or failure to meet the employment requirements as contained in this regulation shall lead to action to terminate employment.*

Regulation

Adopted: 5/22/85

Amended: 2/16/05 (approved at Board Meeting 2/15/05), 7/05/05

Required: X
Local:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

**IDLING PROHIBITION FOR BUSES
AND OTHER SCHOOL VEHICLES**

2540 (a)

TRANSPORTATION

ADMINISTRATION

Allowing vehicles to idle (i.e., stopped with the engine running) produces unnecessary exhaust gas, which contains harmful chemicals and pollutants. In addition to negatively impacting the environment, these substances can cause cancer and other health problems, especially in children. Idling vehicles is not necessary to properly run or maintain vehicles, and in fact increases engine wear and wastes fuel.

Recognizing these factors, the Board of Education shall take steps to reduce the idling of school busses and other school vehicles. In compliance with Education Law §3637 and Commissioner's Regulations §156.3(h), this policy shall govern the idling of school buses and all other school vehicles, whether owned, leased, or contracted for by the District.

Anyone operating a school bus or other school vehicle must turn off the engine (no idling) in the following instances:

- while waiting for passengers to load and unload on school grounds;
- while the vehicle is parked or standing on school grounds, or in front of or adjacent to any school; or
- during sporting and other school events.

However, idling may be permitted under the following conditions:

- when necessary to maintain an appropriate temperature for passenger comfort (if auxiliary heaters are not available);
- when necessary for mechanical work, or to keep the windshield clear of ice; or
- when necessary during emergencies to operate a wheelchair lift.

The District shall provide notice of these requirements to all school personnel within 5 school days after the start of the school year, or within 5 school days of beginning employment in the District.

When operating any school vehicle, drivers are encouraged to allow adequate space between their vehicle and any heavy duty motor vehicle in front of them. This will reduce the effect of exhaust emissions of the front vehicle on the air quality inside the school vehicle. When planning field trips and transportation routes, the Board also encourages using newer school vehicles for longer trips and older vehicles for shorter trips, when newer vehicles have lower emissions.

IDLING PROHIBITION FOR BUSES
AND OTHER SCHOOL VEHICLES

2540 (b)

Bus Loading and Unloading Practices

Each Building Principal is responsible for developing and implementing a plan for loading and unloading buses in a safe and prompt manner that minimizes exposure to bus exhaust emissions.

When designing new or renovated school facilities, projects shall take into account the goal of prompt loading and unloading of buses.

When possible, drivers must park diagonally to minimize exhaust from the bus from entering adjacent buses or school buildings. Additionally, all staff shall instruct students to board the bus promptly in the afternoon to reduce loading time.

Contracts for Student Transportation

If the District contracts with private vendors for student transportation services, any such contract entered into on or after August 21, 2008 shall include a provision requiring compliance by the vendor with the state's bus idling laws and regulations and this policy.

The Transportation Supervisor shall be responsible for monitoring compliance with the requirements of law and regulations summarized in this policy.

The Board shall receive a periodic report on the District's compliance with this policy.

Ref: Vehicle and Traffic Law §142
Education Law §3637
8 NYCRR §156.3(h)
6 NYCRR Subpart 217-3

Policy
Adopted: 7/2/18
Amended:

Required: X
Local:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

*PHYSICAL FITNESS OF BUS DRIVERS
AND BUS ATTENDANTS*

2550 (a)

TRANSPORTATION

ADMINISTRATION

Bus Driver:

- 1) *Each bus driver shall have the physical and mental ability to operate safely a school transportation conveyance.*
- 2) *Each school bus driver shall receive an annual physical examination, meeting the requirements of the USDOT and performed by a medical examiner listed on the Federal Motor Carrier Safety Administration's National Registry, and each driver who is to be initially employed shall be examined within four weeks prior to the beginning of service.*
- 3) *In no case shall the interval between physical examinations exceed a 13-month period.*
- 4) *Each driver of a school bus shall pass a physical performance test at least once every two years. Additionally, the test shall be administered to any driver following an absence from service of 60 or more consecutive days from his or her scheduled work duties. In no case shall the interval between physical performance tests exceed 24 months.*
 - a. *The physical performance test shall be conducted by a certified school bus driver instructor and shall assess the driver/applicant's ability to perform the following functions of a school bus driver: repeatedly open and close a manually operated bus entrance door, climb and descend bus steps, operate hand controls simultaneously and quickly, have quick reaction time from throttle to brake, carry or drag individuals in a bus emergency evacuation, repeatedly depress clutch and/or brake pedals, and exit quickly oneself and students from an emergency door.*
 - b. *A driver/applicant who fails any portion of the physical performance test shall be deemed unqualified to operate a school transportation conveyance until a re-examination is passed. Such driver/applicant may request re-examination which shall be administered no sooner than three days from the prior test. The cost of such re-examination shall be borne by the District if the driver/applicant passes the re-examination, or the driver/applicant if he or she fails the re-examination.*

Bus Monitor/Bus Attendant:

- 1) *Each school bus monitor and attendant shall have the physical and mental ability to satisfactorily perform his or her duties.*
- 2) *Each monitor or attendant shall, prior to employment, submit a physical examination for review by the District's medical examiner.*
- 3) *Each school bus monitor or attendant shall pass a physical performance test at least once every two years. Additionally, the test shall be administered to any monitor or attendant following an absence from service 60 or more consecutive days from his or her scheduled work duties. In no case shall the interval between physical performance tests exceed 24 months.*
 - a. *The physical performance test shall be administered by a certified school bus driver instructor and shall assess the school bus monitor or attendant's ability to perform his or her duties including, but not limited to, the following functions: climb and descend the bus steps, carry or drag students in a bus emergency evacuation, and exit quickly oneself from an emergency door.*
 - b. *A school bus monitor or attendant who fails any portion of the physical performance test shall be deemed unqualified to perform the duties of that position. The monitor or attendant may request a re-examination. The cost of such re-examination shall be borne by the District if the monitor/attendant passes the re-examination, or by the monitor/attendant if he or she fails the re-examination.*

REFERENCES:

8 CRR-NY 156.3

Regulation

Adopted: 7/2/18

Amended:

Required _____
Local _____X_____

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SCHOOL BUS SCHEDULING AND ROUTING

2570

TRANSPORTATION

ADMINISTRATION

The District Transportation Supervisor and Superintendent of Schools shall establish bus routes. Authorized bus stops shall be located at convenient intervals in places where students may embark and disembark the buses, cross highways, and await the arrival of buses in the utmost safety allowed by road conditions.

Legal Reference:

Policy
Adopted:
Amended:

ELMONT UNION FREE SCHOOL DISTRICT
Elmont, New York

SCHOOL BUS SCHEDULING AND ROUTING
TRANSPORTATION

2570
ADMINISTRATION

Bus routes will be established under the direction of the Superintendent of Schools in cooperation with the District Transportation Supervisor.

1. *Limitations. Bus routes will be established so that no student spends more than 60 minutes, nor any student with a disability spends more than 60 minutes on a bus from the time of loading to the time of discharge. Authorized bus stops will be located at convenient intervals in places where students may be loaded and unloaded, cross highways, and await the arrival of buses with the safety allowed by road conditions.*
2. *Fixed Stops. Fixed bus stops will be established using the following guidelines:*
 - a. *generally, dead-end and loop streets will not be serviced by school buses. Whenever possible, stops will be at the intersection of two streets;*
 - b. *numbers of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, the presence of stop signs, speed limits, and bus turn-around requirements;*
 - c. *the maximum of 25 students at a stop will be acceptable only where there is adequate waiting space away from heavy traffic areas. Approximately 10 to 15 students will be the usual number scheduled for pickup at any one point;*
 - d. *walking distances to pick-up points may be varied according to grade level. Grade levels K-3 will not be required to walk distances in excess of .5 mile(s) and grades 4-6 will not be required to walk distances in excess of 1.0 mile(s); and*
 - e. *an effort will be made to minimize crossing of the road by students.*
3. *Turnarounds. Turnarounds will not be established unless adequate space is available and this space is properly maintained.*
4. *District Map. Maps will be used to determine the transportation requirements necessary to satisfy the needs established by state law, Board policy, and voter mandate. This map will clearly show student location, loading and unloading locations, and routes traveled. The map will be reviewed annually.*

Legal Reference:

Policy
Adopted:
Amended: