

**SUBJECT: ADMINISTRATIVE STAFF****Assistant Superintendent for Instruction**

The Assistant Superintendent for Instruction shall be responsible for all phases of federal programs, curriculum and program development and implementation, and staff development. He/she shall report directly to the Superintendent of Schools.

**Business Manager**

The Business Manager shall be responsible for all phases of the District's business activity, as set forth in Section 5000 of the Policy Manual, and shall report directly to the Superintendent of Schools.

**Building Principals**

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

**Assistant Principal**

An Assistant Principal shall be employed in the middle school and high school. The Assistant Principal is responsible for all duties assigned to him/her by the Building Principals and shall report directly to the Principals.

**Non-Instructional Managerial Positions**

The Board of Education authorizes the Superintendent of Schools to enter into a written contract with the employees holding the positions of Business Manager, CSE Chairperson, Chief Information Officer ("CIO") and Director of Facilities on behalf of the District.

8 NYCRR Section 80.4