Monroe 2-Orleans BOCES Policy
Series 3000 – Administration
Policy #3112 – ADMINISTRATIVE AND SUPERVISORY PERSONNEL

General
The Board has the responsibility for the employment of administrative and supervisory personnel in the BOCES. No such person shall be employed unless recommended by the District Superintendent.

Administrative and supervisory personnel shall be considered to be those employees, officially appointed by the Board, as responsible for administrative and supervisory tasks required to carry out BOCES policy, decisions and actions.

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

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in the job descriptions and in all federal, state and local laws.

Probation and Tenure
All administrative and supervisory personnel, except the District Superintendent, shall be appointed to their positions for a probationary period of not more than four years (unless extended by mutual consent of all necessary parties). Administrative and supervisory personnel shall be placed on tenure at the completion of their probationary appointment if their performance is deemed satisfactory by their immediate supervisor, the District Superintendent, and the Board and in accordance with applicable law as related to Annual Professional Performance Review.

The Board, the District Superintendent, and all administrative and supervisory personnel are obligated to adhere to the New York State Education Law and all applicable Rules and Regulations of the Commissioner in matters relating to probationary and tenure appointments.

Selection Procedures For Administrative/Supervisory Positions
All administrative and supervisory positions in the BOCES are established by the Board, or by State Law, or both.

The Board may establish new administrative and/or supervisory positions when recommended by the District Superintendent.

In each case for a new position, the Board shall approve the position based upon need in the following order:

a) Establishment of the need for the position;

b) Job description presented by the District Superintendent.

c) Appointment of a person to fill the position upon majority vote of the Board.

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Education Law Sections 2204, 2212, 3006, 3007, 3008, 3009, 3010, 3014, 3031, 3019-a and 3020-a

Civil Service Law Sections 35(g), 50-59 and 60-65

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