

Policy

PERSONNEL

6104

SUBSTITUTE TEACHERS

The District establishes the following procedures relative to Substitute Teachers:

I. Recruitment and Selection

- APPLY ON THE ON-LINE APPLICATION SYSTEM FOR EDUCATORS (OLAS).
- A. Candidates for substitute teaching positions must fill out the ~~"Substitute Teacher Application Form"~~ and return it to the District Clerk.
- B. Copies of teaching certificates, transcripts, and/or other pertinent data should also be sent to the District Clerk to expedite the application process. All substitute teacher candidates ^{FOR THE MIDDLE / HIGH SCHOOL} must have a minimum of two years of post secondary education.
- C. Applicants may be scheduled for an interview with an appropriate administrator.
- D. Substitute teachers shall be approved on the basis of certification, personal qualifications and the administrative interview. All substitutes must have fingerprint clearance.
- E. Substitute teachers shall be selected by the Building Principals (or others who have this responsibility) from an available list approved by the Superintendent. The list shall be periodically updated.
- F. Substitute teachers should inform the Office of the Superintendent when they are no longer available for substitute work or of other restrictive circumstances.
- G. Substitutes will receive a written request annually to reapply for the next school year.

II. Compensation

Substitute compensation will be determined annually by the Board of Education.

III. Duties of the Substitute Teacher

- A. Each building will have written guidelines for substitute teachers. The substitute teacher should review all such guidelines in a particular building.
- B. The substitute teacher is expected to be at school at least twenty (20) minutes before school opens, and may leave after school is dismissed. Substitute teachers should report to the school office upon arrival to obtain keys and instructions.

POLICY

PERSONNEL

6104

SUBSTITUTE TEACHERS

- C. All regular and other assigned duties of the regular teacher are to be assumed by the substitute teacher. (I.E. bus, hall and cafeteria duties.)
- D. The substitute teacher shall complete all forms required by the Building Principal.
- E. All information regarding students is to be considered strictly confidential.
- F. Check the office mailbox of the absent teacher before school, at noon and before leaving the building at night.
- G. Make the school day as productive as possible based on the plans left by the regular teacher, carrying on all classes and other assignments of that person.
- H. Report to the office at the end of the day and place in the teacher's mailbox a summary of the work accomplished.

IV. General Provisions:

- A. Be on time.
- B. Report in at the Main Office.
- C. Look over regular teacher's plans ahead of class, if possible.
- D. Follow the regular teacher's plans as closely as possible.
- E. Be friendly to students.
- F. Never criticize the regular teacher's methods.
- ~~G. Use the better students in class if subject matter is unfamiliar.~~
- H. Leave a note for the regular teacher describing work covered and any irregularities in students' behavior.
- I. Report serious violations of good conduct immediately.
- J. Report departure at the end of the day at the Main Office.

V. Code of Conduct

Substitute teachers should be familiar with the District's Code of Conduct (Policy No. 0040).

POLICY

PERSONNEL

6104

SUBSTITUTE TEACHERS

Discipline cases should be referred to the Building Principal's office.

VI. Administrative Responsibilities

Substitute teachers shall be employed only from the approved list provided by the Superintendent. Whenever possible, teachers qualified within a subject matter area shall be assigned to substitute teach within that area.

- A. The job of the Principal in relation to the substitute teacher is to create a system that acquaints the substitute with building and system-wide procedures. Therefore, the Principal and/or designee shall:
1. Help acquaint the substitute teacher with the building:
 - a) Cafeteria and gymnasium
 - b) Teachers' lounge and rest rooms
 - c) Fire exits and fire extinguishers
 - d) Individual classrooms
 2. Have the substitute teacher introduced to teachers of the same grade level and other staff members.
 3. Have the substitute teacher taken to the homeroom:
 - a) Check over lesson plans with the substitute.
 - b) See that appropriate textbooks, manuals, seating charts and seatwork (elementary) are available.
 4. Have procedures explained for:
 - a) Taking lunch count
 - b) Cafeteria procedure
 - c) Recess and dismissal
 - d) Taking attendance
 - e) Special pupil classes -- speech, band, vocal music, etc.
 5. Make sure the substitute teacher knows where help may be obtained for any type of emergency.
- ~~B. The green form, "Substitute Teachers Report", shall be completed for each substitute on the first day of work and sent to the Personnel Clerk for review by the District Superintendent. An oath of allegiance must also be signed.~~

POLICY

PERSONNEL

6104

SUBSTITUTE TEACHERS

- C. Unsatisfactory service by a substitute teacher should be reported as soon as possible to the Superintendent for removal from the approved list.

VII. Regular Teacher's Responsibilities

In order to aid the substitute teacher in doing the assigned job as well as possible, it is necessary for the regular teacher to plan each day as though a substitute were going to take over. A notice of absence should be given as far in advance as possible.

It is suggested that the teacher:

- A. Leave plans that are clearly outlined and easily followed.

1. ~~Completed plans should be crossed out.~~
2. Plans should note pages in books and manuals.
3. If a project or unit of work has been started, a detailed plan must be attached to the plan book.

- B. Have Teacher's Manuals, desk copies of textbooks and ^{CLASS} ~~seatwork (elementary)~~ available.

- C. Leave an up-to-date seating chart.

- D. List daily duties on plan book.

- E. Attach the class schedule to the plan book.

- F. Leave ~~important~~ information ^{REGARDING ACCOMMODATIONS OR MODIFICATIONS FOR} ~~about any child.~~ ^{SPECIFIC STUDENTS.}

1. ~~Physical defect, e.g. sight, hearing, epilepsy.~~

2. ~~Emotional instability.~~

- G. List of Reading, Arithmetic and other groups.

- H. List names of pupils for special classes; e.g. speech, band, chorus, etc.

- I. Specify any special plan for classroom procedure.

- J. Names of pupils who can be of help to the substitute teacher.

POLICY

PERSONNEL

6104

SUBSTITUTE TEACHERS

- K. Each teacher should prepare his/her class for the event of a substitute teacher assignment.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: 01/08/08, 04/21/15

Policy

ADMINISTRATION

3101

JOB DESCRIPTION: SUPERINTENDENT OF SCHOOLS

- I. Job Title: Superintendent of Schools
- II. Qualifications: As determined by New York State Law and local Board of Education.
- III. Reports To: Board of Education
- IV. Terms of Employment: Twelve months a year with salary and other contract terms to be established by the Board of Education and as stated in contract.
- V. Supervises:
1. DIRECTOR OF CURRICULUM, INSTRUCTION AND SPECIAL EDUCATION
 21. District Treasurer
 32. Principals
 43. Central Office Staff
 54. Legal Advisors and other consultants
 65. Professional Staff
 76. Non-Instructional Staff
- VI. Role: To provide leadership in the development and maintenance of the highest standards of educational excellence in the Madison Central School District with overall responsibility for all aspects of public education.
- VII. Major Functions and Responsibilities
- A. Administrative Management
1. Serves as the Executive Officer of the Board of Education.
 2. Attends meetings of the Board and serves as an ex-officio member.
 3. Working with the Board President and Vice President prepares the agenda for Board Meetings.
 4. Advises the Board on policy changes/revisions.
 5. Collaborates with the Board in developing long and short-range goals and objectives and plans for implementation and coordinates District Wide priorities.

POLICY

ADMINISTRATION

3101

JOB DESCRIPTION: SUPERINTENDENT OF SCHOOLS

6. Maintains directly or through delegation such personnel records, pupil accounting records, business records and other records which are required by law and by Board Policy.
7. Delegates responsibilities to the members of the management team according to the performance responsibilities found in their job descriptions and coordinates and evaluates the members of the management team.
8. Oversees the processing and submission of required reports.
9. Acts on own discretion if action is necessary in any matter not covered by Board Policy and reports such actions to the Board as soon as practical.
10. Supervises the effective administration of all applicable laws, regulations, and policies.
11. Oversees the administration of all aspects of the educational programs of the School District.

B. Personnel Administration

1. Assumes the final responsibility in recommending to the Board the recruitment, selection, assignment, promotion, dismissal and evaluation of all personnel in conjunction with other administrators.
2. Directs the contract negotiations with employee organizations and reports to the Board.
3. Supervises the implementation of all aspects of negotiated agreements with employees.
4. Insures that all employees have job descriptions in their possession and that comprehensive evaluations are conducted on each employee a minimum of once a year.
5. Acts to interpret for all staff Board policies, state laws relating to education, and rulings of the Commissioner of Education.
6. Coordinates the work of the Administrative Staff and central office staff and fosters a management team approach.

POLICY

ADMINISTRATION

3101

JOB DESCRIPTION: SUPERINTENDENT OF SCHOOLS

7. Exercises the power to make decisions relative to personnel that may not be covered by specific Board policy or education law.
- C. Facilities and Equipment Planning and Management
1. Evaluates and recommends to the Board the most effective productive use of School District buildings and equipment.
 2. Oversees the maintenance of District owned facilities and equipment and annually submits a detailed five year maintenance plan to the Board.
 3. Directs such studies to be conducted as the Board deems appropriate regarding short range and long range use of facilities.
 4. Recommends to the Board the sale of facilities and equipment as determined to be excess.
- D. Curriculum Planning and Instructional Growth
1. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of community.
 2. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
 3. Recommends to the Board for its adoption all courses of study, curriculum guides and major changes in text and time schedules to be used in the schools.
 4. Directs staff members of the district to attend such regular meetings, special meetings and work sessions of the Board as are necessary for interpreting the educational program.
 5. Supervises the elementary and secondary (grades K-12) programs, out of district placements, special education, determining educational programs, and assuring safety and security.
 6. Supervises the program development function to assess program needs, develop curriculum, and develop staff development inservice.

POLICY

ADMINISTRATION

3101

JOB DESCRIPTION: SUPERINTENDENT OF SCHOOLS

7. Remains informed of educational developments and innovations and translates them to the local instructional improvement.
- E. Financial Planning and Management
1. Supervises the preparation and presentation of the annual budget for Board approval.
 2. With the Treasurer, oversees the general fiscal management of the School District's financial affairs.
 3. Oversees the administration of the annual District financial plan and long range financial goals.
 4. Oversees the processing and submission of required reports to the State Education Department.
- F. School Community Relations
1. Represents the school before the public and maintains through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools.
 2. Confers periodically with professional lay groups concerning the school district instructional program, and transmits to the Board suggestions gained from such conferences.
 3. Informs and advises the Board about the programs, practices and problems of the school district, and keeps the Board informed of the activities operating under the Board's authority.
 4. Represents the district in its dealings with other school systems, institutions, agencies, community organizations and the general public.
 5. Is responsible for the development, writing and publishing of the ~~bi~~ monthly school district newsletter.
- G. Student Relations
1. Confers periodically with student groups about the school district instructional program and transmits to the Board suggestions gained from such conferences.

POLICY

ADMINISTRATION

3101

JOB DESCRIPTION: SUPERINTENDENT OF SCHOOLS

2. Provides instructions through administrative staff to students to implement Board Policy.
3. Approves the special transfer of students from neighboring districts when, in the Superintendents opinion, conditions in each case warrant such action.
4. Assists the chairperson of the District Committee on Special Education with the implementation and evaluation of those students recommended for special education programs.
5. With the Principals, oversees the development and maintenance of student handbooks and program schedules.

H. Policy Administration

1. Oversees the development and maintenance of policy handbooks for Board of Education, Instructional and Non-Instructional staff members.
2. Supervises the development of and administration of federal and state-funded projects for both students with special needs and the general student population including required periodic reports of varying natures.

I. Professional Growth

1. Keeps informed of progress and new developments in education. Assumes responsibility for own professional growth and development.
2. Conducts an ongoing evaluation of professional growth and proficiency.
3. Manages personal work time effectively to maximize work productivity.
4. Oversees the development of and maintenance of ongoing programs of inservice growth and development.

VIII. Evaluation

The performance of this job will be evaluated annually in accordance with Board Policy and contractual agreements.

Madison Central School District
Adopted: 1984, 11/19/98
Revised: 09/09/04, 09/17/13

ADMINISTRATION

JOB DESCRIPTION: DIRECTOR OF CURRICULUM, INSTRUCTION, & SPECIAL EDUCATION

I. Summary

- A. The Director of Curriculum, Instruction, & Special Education shall be a tenure position with terms and conditions of employment stipulated in an agreement with the Board of Education.
- B. The Director of Curriculum, Instruction, & Special Education shall report directly to the Superintendent of Schools.

II. Duties and Responsibilities

A. Curriculum and Instruction Responsibilities

1. Oversee all ESSA programs and requirements.
2. Assist in the development and coordination of budget items that pertain to curriculum, instruction and staff development.
3. Develop, review and revise District-wide plans, including Professional Development Plan, AIS/RTI plan, etc.
4. Supervise and coordinate Title I programs, home schooling, home tutoring, homeless students, and student residency.
5. Work with building principals and teams to develop and implement the school improvement process (data analysis, goal setting, action plans, etc).
6. Assist in the evaluation and revision of academic programs, grading and assessment, and their effect on student achievement.
7. Guide development, implementation, and evaluation of orientation, mentoring, curriculum work, and in-service training programs for professional personnel.
8. Assist in keeping the community informed about the curriculum and instructional programs and design and implement feedback from staff, parent, student, and community members regarding curriculum and instruction.
9. Lead in the development of grading policies, report cards and honor roll policies.
10. Coordinate all elementary and middle school testing and scoring.
11. Maintain curriculum and instruction website.

POLICY

ADMINISTRATION

JOB DESCRIPTION: ADMINISTRATOR FOR CURRICULUM, INSTRUCTION, & ASSESSMENT

B. Special Education Duties and Responsibilities

1. Supervise the Chairperson of the Committee on Special Education and Committee on Preschool Special Education.
2. Serve, as necessary, as a member of the Special Education and Section 504 Committees.
3. Supervise the clerical staff assigned to the special education department.
4. Supervise and evaluate the programs and services of the school psychologist(s), speech therapist(s), occupational therapist(s), physical therapist(s), and school social worker(s).
5. Become familiar with and inform appropriate instructional and non instructional staff members of instructional alternatives, new programs and services, agencies serving special education students, and new regulations and/or procedures.
6. Prepare the special education annual report for the Board of Education and maintain pupil counts and other records related to special education students in PreK-12.
7. Facilitate the implementation of special education placements with appropriate building personnel and parents/guardians.
8. Maintain enrollment data for students placed in BOCES programs, other public school and private school special education programs.
9. Initiate child find procedures to identify all students with disabilities.
10. Oversee the maintenance of pupils' CSE records.
11. Provide in-service training programs for regular and special education personnel.
12. Facilitate District activities during compliance reviews.
13. Evaluate the continuum of services and make recommendations for improvement.
14. Coordinate and arrange student support services.
15. Assure appropriate student IEPs are developed, distributed and implemented.
16. Monitor and ensure efficient budget control for special programs PreK-12, including STAC and Medicaid reporting and billing.

POLICY

ADMINISTRATION

JOB DESCRIPTION: ADMINISTRATOR FOR CURRICULUM, INSTRUCTION, & ASSESSMENT

17. Ensure procedural safeguards and due process procedures are followed for special education students in accordance with Education Law.
18. Navigate the Impartial Hearing process when necessary.
19. Oversee data collection and submission as required by law or regulation.

C. Other

1. Assist in the recruitment and selection of faculty and staff.
2. Attend all Board of Education meetings.
3. Perform related duties as assigned by the Superintendent.

III. Qualifications

New York State School District Leader Certification or equivalent.

ORGANIZATIONAL CHART

