

LEVITTOWN UNION FREE SCHOOL DISTRICT Policy 4310

SUPERINTENDENT OF SCHOOLS

As chief executive officer of the Board of Education, the Superintendent of Schools shall attend all regular, special, and work meetings of the Board of Education except that the Superintendent of Schools may be excluded when their employment contract or performance is discussed in executive session.

The Superintendent of Schools shall:

1. Administer all policies and enforce all rules and regulations of the Board of Education.
2. Constantly review the local school situation and recommend to the Board of Education areas in which new policies seem to be needed.
3. Be responsible for organizing, administering, evaluating, and supervising the programs and personnel of all school departments, instructional and non-instructional.
4. Recommend to the Board of Education the appointment of all instructional and noninstructional staff.
5. Be responsible for the preparation and recommendation to the Board of Education of the annual School District budget in accordance with the format and development plan specified by the Board of Education.
6. Acquaint the public with the activities and needs of the schools through written and spoken statements, and shall be responsible for all news releases emanating from the local schools.
7. Be responsible for the construction of all salary scales and for the administration of the salary plan approved by the Board of Education. Some of these salary scales will be developed within staff contracts negotiated under the provisions of the Taylor Law.
8. Determine the need and make plans for facility expansion and renovation.
9. Be responsible for recommending for hire, evaluating, promoting, and dismissing all professional and non-professional staff personnel.
10. Prepare or supervise the preparation of the teacher's handbook, staff bulletins, and all other District-wide staff materials.
11. Plan and coordinate the recruitment of teachers and other staff to ensure the School District hires the best available personnel.

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12. Plan and conduct a program for the supervision of teaching staff that will have as its goal the improvement of instruction, and, at the same time, will assure that only the teachers found to have met the district's expectations will be recommended for tenure.
13. Continually strive to distinguish between the areas of policy decisions appropriate to the Board of Education and management decisions appropriate to the School District's administrative personnel.
14. When necessary and/or appropriate, transfer personnel to positions in which they are expected to perform more effectively. All such transfers shall be made in accordance with applicable state laws, School District policies, and negotiated agreements.
15. Submit the data from the School Report Card and/or other such reports of student/School District performance as prescribed by and in accordance with requirements of the Commissioner of Education.

Education Law Sections 1711, 2508 and 3003

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(m)

Re-Adopted: April 22, 2026