



First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

Board Policy

Administrative and Supervisory Employees

Administrative and supervisory employees shall be considered those employees officially designated by Board action as responsible for the administrative and supervisory tasks required to carry out Eastern Suffolk BOCES programs, decisions, and actions. Administrative/supervisory employees include, but are not limited to, the District Superintendent, Chief Operating Officer, Associate Superintendents, Assistant Superintendent, Directors, Program Administrators, Divisional Administrators, Administrative Coordinators, Assistant Administrative Coordinators, Principals, Assistant Principals, and Managers/Supervisors.

These employees shall meet all certification and/or Civil Service requirements, as outlined in NYS Education Law, the NYS Civil Service Law, and the Rules and Regulations promulgated by the NYS Commissioner of Education. The administrative and supervisory employees shall be obligated to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory employees shall be set forth in a job description for each position as authorized by the Board, upon the recommendation of the District Superintendent, Chief Operating Officer, or designee.

First Adopted: 7/1/03
Readopted: 7/11/07
Readopted: 3/30/11