

**2000. DISTRICT MANAGEMENT**

- 3/12/02                    2100. Organization
  - 2110. Organizational Units
    - 2111. Relationships
- 4/11/00                    2120. Job Descriptions
  
- 4/11/00                    2200. Regulatory System
  - 2210. Regulations
  - 2220. Procedures
  
- 2300. Communications with District Personnel
  - 2310. Publications
  - 2320. Meetings
  
- 2400. Records and Reports
  - 2410. Maintenance
  - 2420. Destruction
  
- 2500. Consultant Use
  - 2510. Cooperative Research Studies
  
- 2600. Comprehensive Long-Range Planning
  - 2610. Resource Evaluation

## **POLICY RELATED TO DISTRICT MANAGEMENT**

### **ORGANIZATIONAL UNITS**

The Burrillville School Committee shall be the central authority for the Burrillville School Department.

The Superintendent of Schools shall be the administrative authority for the Burrillville School Department.

The Superintendent of Schools shall supervise all functions of the Burrillville School Department, which include the following administrative personnel:

- Assistant Superintendent
- Director of Pupil Personnel Services
- Supervisor of Business Affairs
- Director of Technology
- Facilities Manager
- Food Service Director
- Rink Director

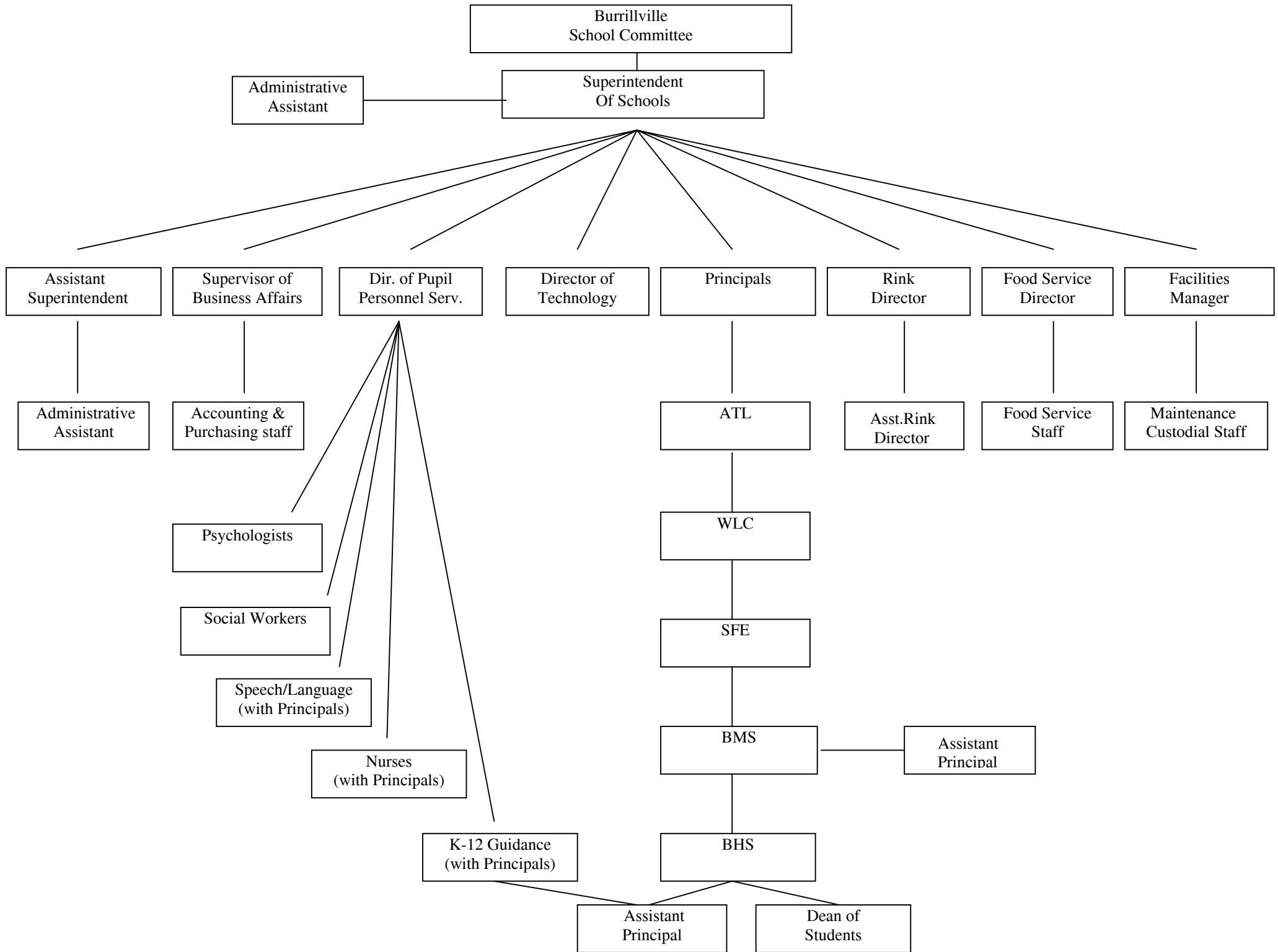
The Superintendent of Schools shall also supervise the Principals of the following schools:

- Austin T. Levy School
- William L. Callahan School
- Steere Farm Elementary School
- Burrillville Middle School
- Burrillville High School

Approved: 4/11/00

Amended First Reading: 2/12/02

Amended Second Reading: 3/12/02



## **POLICY RELATED TO DISTRICT MANAGEMENT**

### **JOB DESCRIPTIONS**

The Burrillville School Committee shall approve Job Descriptions for each position designated by the Burrillville School Department within the following groups:

- Administrators
- Activities
- Certified Staff
- Coaches
- Department Leaders
- Duty Supervisors
- Support Staff
- Other

Job Descriptions will include the following:

- Title of Position
- Supervisor
- Department
- General Purpose
- General Responsibilities
- Minimum Qualifications
- Persons Supervised (if applicable)
- Other (if applicable)

First Reading: 3/14/00

Second Reading: 4/11/00

**POLICY RELATED TO DISTRICT MANAGEMENT**

**PROCEDURES**

The Burrillville School Committee will establish policies that reflect the values of the community and that are consistent with State and Federal law.

Following the approval of such policies, the Administration shall develop Procedures that convert Policy into action. Procedures shall provide guidelines for the interpretation of policy.

Procedures may be developed at the District or School level.

Administrative Procedures are not to be confused with School Committee Policy.

First Reading: 3/14/00

Second Reading: 4/11/00