BOARD OF EDUCATION POLICY SHARON SPRINGS CENTRAL SCHOOL

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RESPONSIBILITIES AND AUTHORITY OF OTHER DISTRICT ADMINISTRATORS

The Superintendent will be responsible in cooperation with other administrators for developing job descriptions for all administrative positions. These job descriptions will be maintained as an appendix to this Handbook. The Superintendent will review these job descriptions for appropriateness with each administrator every two years commencing with the I984 – 85 school year.

Job descriptions are as follows:

Athletic Director

Building Principal

Business Administrator/Manager

Cafeteria Manager/Cook

Capital District Area Daily Bus Run

Cleaner

CSE/CPSE/Special Education Coordinator

Custodian/School Bus Driver

Dean of Students

District Clerk

District Treasurer

Groundskeeper

Guidance and Counselor (K-12)

Receptionist-Typist

School Psychology Position

Secretary to Main Office

Senior Account Clerk/Typist

Superintendent

The Library and Its Role In The Teaching Programs at SSCS