

## **Administration**

### **Administrative Staff Organization**

The Superintendent shall organize the staff to achieve the school district goals as expressed by the Board of Education. The Superintendent shall be the administrator responsible to the Board of Education and shall identify lines of primary authority for all employees.

The primary responsibility of the administrative staff is to help create and foster an environment of excellence in which students can learn most effectively. Excellence in education includes ensuring district role models reflect diversity. In an effort to provide such role models, the Board supports measures to increase diversity through effective recruitment and hiring practices, in accordance with its Minority Recruitment Plan.

The Superintendent will, on an annual basis, provide the Board with an organizational chart delineating staff positions, the direction of authority, and staff responsibility, based on job descriptions and required credentials/certifications.

The Superintendent will keep the administrative structure up to date in light of the needs for supervision and accountability in the school system. Therefore, the Superintendent may, from time to time, make changes to the organizational chart. The Superintendent will inform the Board of changes to the organizational chart in a timely manner.

To effectuate its oversight responsibilities, only the Board may appoint and discharge administrators. For purposes of this policy, "administrator" shall include the following endorsement codes: 085, 092 and 093.

For appointment, the Superintendent shall recommend candidates for administrators other than the Superintendent for consideration to the Board. The Board shall delegate to a hiring selection committee the responsibility of considering the candidacy of two or more candidates recommended by the Superintendent and make a hiring recommendation for consideration by the entire Board.

The hiring selection committee shall at minimum include:

1. The Chair of the Board and/or:
2. The Chair of the Personnel Committee and/or
3. The Chair of a Committee the potential hire will work with during their tenure. In the event, the administrative role will be assigned as a liaison to multiple reports to two committees, the Chair of the Board shall decide which committee chair shall be seated.

4. If the same person is responsible under items 2 and 3, the Chair of the Board shall choose another Board Commissioner.

5. Members from the school community, BFT, BAPS, AFSCME 2267, AFSCME 3351 will participate on the committee as appropriate.

Notwithstanding, Commissioner participation on the hiring selection committee, should not affect the timeliness, such that, within the hiring process shall remain unabated.

The Board will accept or reject the Superintendent's recommendation at the next regular or special Board meeting.

The hiring selection committee will be conducted in accordance with the Freedom of Information Act.

**Policy Adopted: August 25, 1993**

**Policy Revised: October 5, 2022**

BRISTOL BOARD OF EDUCATION  
Bristol, Connecticut