

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 1984 – 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 SCS