

## Administration

### Administrative Operations

#### Narrative

**Board of Education:** The Watertown Unified School District is led by a nine member Board of Education. Members are elected to three year terms, all at large positions. The Board is responsible for setting the overall vision, mission, goals, and policies for the school district designed to ensure student achievement.

The Board is also responsible for hiring the Superintendent of Schools and charging him/her with the day-to-day operations of the school district, carrying out policies established by the Board, as well as implementing in practice the vision, mission, and goals for the school district.

**Superintendent of Schools:** The Superintendent of Schools has direct supervision over the director positions and building principals.

**Directors:** Directors provide oversight in the major operational areas of the school district. These individuals have line and staff authority over principals, assistant principals, along with certified and non-certified personnel.

- **Director of Business Services** – His/her role is to oversee and direct the financial operations of the school district, along with transportation services, facilities, and nutrition services. He/she is responsible for supervision of the Supervisor of Buildings and Grounds and the Supervisor of Nutrition Services.
- **Director of Human Resources:** He/she is to oversee the employment of certified and non-certified personnel, negotiating base wages with various groups and staff handbooks. He/she is also responsible for preparation of individual personnel contracts and background checks on employees and volunteers.
- **Director of Curriculum and Instruction** – His/her role is to provide direction and oversight for the development and implementation of all K – 12 curriculum (content), instructional practices, assessments, faculty professional development and the effective use of technology to support teaching and learning. The Director of C & I supervises the Supervisor of Instructional Technology, Information Technology and Network Specialist, and Reading Specialist.
- **Director of Special Education/ Student Services** – This individual has the specific responsibility of supervising and coordinating the programming for special education. The Director is also responsible for the coordination of student services in the district, 4-year old kindergarten program, and kindergarten registration.

**Building Principals:** Principals are responsible for day-to-day operations of the school, personnel supervision (assistant principals, teachers, clerical and other support staff), students, and programming. They are assisted by the directors as it relates to the various areas of responsibility noted above. Principals are charged with ensuring that their schools have a safe and orderly environment, high quality instruction, and high levels of student achievement. Principals report to the Superintendent of Schools and Directors as noted above through area of responsibility.

**Certified Faculty:** Teachers and other certified staff positions (PPS staff, etc.) supervise and instruct students. Building principals have line and staff authority over certified and non-certified personnel. Directors also have line and staff authority over certified and non-certified faculty and staff members as noted above through their areas of responsibility.

**Supervisors:** The following positions also have supervision responsibility and line and staff authority over various staff.

- **Director of Instructional Technology:** This person in this position is charged with developing a shared vision for the use of instructional technology to support effective teaching and learning. In addition, he/she is responsible for developing and implementing a comprehensive instructional technology plan designed to increase student achievement and teacher effectiveness.
- **Supervisor of Buildings and Grounds:** The person in this position is responsible for maintenance of school facilities and supervision of maintenance and custodial personnel. In addition, he/she oversees student transportation.
- **Supervisor of Nutrition Services:** The person in this position is responsible for managing the food services program as well as supervision of food service personnel.
- **Information Technology and Network Specialist:** The person in this position is responsible for maintaining the district's investment in technology maintaining effective technology systems and supervision of computer technicians.

**Support Staff:** Persons employed in support staff positions are responsible for duties assigned by their immediate supervisor. The day-to-day supervision of support staff employees is the responsibility of the building principal or designated supervisor.

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