

PORT JEFFERSON UNION FREE SCHOOL

DISTRICT NO. 6

AND

THE PORT JEFFERSON ADMINISTRATORS

ASSOCIATION

JULY 1, 2022 - JUNE 30, 2025



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PREAMBLE

The purpose of this Agreement is to specify the terms and conditions of employment of all the members of the bargaining unit known as the Port Jefferson Administrators Association. The Agreement by and between the Board of Education, Port Jefferson Union Free School District No. 6 (hereinafter the "Board" or the "District") and the Port Jefferson Administrators Association (hereinafter called the "Administrators") shall be effective July 1, 2022 through June 30, 2025.

This Agreement shall remain in force until superseded. It may be changed with the consent of both parties.

In entering into this Agreement, it is recognized by both parties that the District and the Administrators have many responsibilities beyond those which can be detailed herein. These include the common obligation to plan, to develop, to evaluate, and to report all efforts being made to provide high quality educational services to the children of the District.

The provisions contained in the Agreement constitute mutual pledges to work towards the attainment of that quality.

ARTICLE I **STATEMENT OF RECOGNITION**

The Board recognizes the Administrators as the exclusive negotiating representative of the professional education administrators of the District. These include but are not limited to: building principals, assistant principals, directors, and any other certified administrator.

ARTICLE II
ADMINISTRATIVE RIGHTS AND RESPONSIBILITIES

- A. The District and the Administrators commit themselves to a minimum of two (2) meetings per year, for the purpose of formulating common objectives and working together for the improvement of the educational program.
- B. The District shall consult with the Administrators to avoid making contractual or other agreements which limit the ability of the Administrators to perform their duties.
- C. Decisions concerning the hiring, assignment and dismissal of building personnel will be made in consultation with the appropriate district administrators.
- D. Decisions concerning the use of buildings and grounds by non-school organizations or individuals shall be made by the Superintendent of Schools and the District only after prior consultation with the appropriate administrators.

The District and the Association agree that the district's administrators shall be responsible for the implementation of the procedures of the District for the selection of textbooks and instructional materials.

ARTICLE III
WORK DAY, WORK YEAR AND LEAVES OF ABSENCE

A. Work Day

1. The Administrators agree that participating in a reasonable number of programs and activities beyond the normal workday is a legitimate administrative responsibility.

2. It is understood that if a need is demonstrated, the Superintendent can determinate starting hours and attendance procedures, including written, sign in and out at arrival and departure for individual administrators.

B. Work Year

1. The work year of the administrators shall be twelve months, excluding school recesses, between September 1st and June 30th, when teachers do not work in accordance with established practice.

2. Effective July 1, 2022, July 4th shall be a paid holiday.

C. Vacation

1. Administrators shall earn twenty-four (24) vacation days for twelve months of employment. Each administrator will take at least ten (10) days' vacation in a single school fiscal year. The remaining days may be taken as the work schedule permits, and at the discretion of the administrator and the Superintendent. Requests for utilizing vacation days must be made in advance and shall be subject to approval by the Superintendent and/or his/her designee. Vacation days will not be requested to be taken during the week following the end of school and June 30th and the last two (2) weeks of August before September 1st, without prior approval of the Superintendent.

2. If an administrator is required to work a portion or whole day on the Friday prior to the start of the school year, he/she will not receive any additional compensation or leave time for that work.

3. Administrators will be allowed to annually cash-in up to fourteen (14) unused vacation days at a rate of 1/240th of their salary. Any vacation days not taken or cashed-in, will be accrued up to a maximum of thirty (30) days. Provided notice of separation is given to the District pursuant to Article VI(B), an administrator upon resignation with at least seven (7) years of service in the District or retirement into the New York Teachers Retirement System may cash-in up to thirty (30) accrued vacation

days at the rate of 1/240th of that year's salary. Requests to cash-in day(s) at the end of the fiscal year must be in writing and received in the Business Office on or before June 1st.

4. When an Administrator's contract covers a period of less than one school year, the vacation time shall be two (2) days for each month of service during the remainder of the school fiscal year.

D. Sick Days

1. Each administrator shall have a full paid sick leave of fifteen (15) days per year, cumulative. Absence for family illness shall be charged against sick time. In addition, a maximum of six (6) months catastrophic sick leave may be granted for any single illness. On July 1st of each year, each administrator shall be notified of the exact number of sick days accumulated.

2. Effective July 1, 2022, administrators may not accumulate more than three hundred (300) sick days. A unit member who exceeds the cap of three hundred (300) sick days in any given year may annually sell back the excess days on a one (1) for two (2) basis at 1/240th of that year's salary.

3. Provided notice of separation is given to the District pursuant to Article VI(B), administrators who retire into the New York State Teachers Retirement System or voluntarily resign with at least seven (7) years of service as an administrator in the district will be reimbursed for accumulated sick days at the regular rate of pay. One (1) day's pay will be granted for every two (2) days of accumulated sick leave. If an administrator leaves the District, he/she will receive fifty percent (50%) of accumulated sick days and shall be reimbursed at the regular rate of pay provided notice of resignation is given to the District

pursuant to Article VI(B).

E. Bereavement Leave

In cases of death in the immediate family (defined as mother, father, sister, brother, wife, husband, child, brother and sister-in-law, stepchild, niece, nephew, mother-in-law, father-in-law, relative living with and dependent on the family), or domestic partner, as defined and limited in the New York State Government Employees' Health Act, in effect at the time of execution of this Agreement) the administrator shall, upon submission of a bereavement request to the Superintendent of Schools, be allowed the number of days absence required up to a maximum of five (5) calendar days without deduction of salary. In cases of death of grandparents, aunt and uncle, the administrator shall be allowed the number of days absence required up to a maximum of three (3) calendar days without deduction of salary. Bereavement days may be granted for the death of a person not included in the definition of the immediate family at the discretion of the Superintendent of Schools.

F. Personal Leave Days

1. The administrator may be granted five (5) personal leave days during the calendar year, July 1st to June 30th. Unused personal days will be added to accumulated sick leave.

2. Sick and personal days can only be taken in 0.5 and 1.0 increments.

G. Child Care Leave

1. An administrator shall be granted unpaid leave for a period of up to two (2) full years for child rearing purposes. The administrator shall give District at least thirty (30) days' notice before taking such leave. In the case of an administrator using sick leave,

child care leave may commence when the doctor determines that a physical disability no longer exists.

2. After returning to work from child care leave, an administrator shall be reassigned without loss of rights. The time on child care leave shall not count toward tenure or toward advance on the salary schedule.

H. Emergency Excused Absences

Administrators may be granted an excused absence for emergency reasons by the Superintendent of Schools provided that a written request (citing such reasons) is submitted at least one (1) day prior to the absence.

ARTICLE IV
SALARY

A. Wages

Effective July 1, 2022, the annual base compensation for administrators shall be increased by 3.0%. Effective July 1, 2023, the annual base compensation for administrators shall be increased by 3.0%. Effective July 1, 2024, the annual base compensation for administrators shall be increased by 3.0%.

B. Longevity and Career Increment

1. Longevity Increment - Eligible unit members shall be granted the following longevity payments for administrative service: a longevity increment of \$1,100 after the completion of his/her seventh (7) year of service; an additional \$1,300 at the completion of his/her tenth (10) year of service; an additional \$1,300 at the completion of his/her twelfth (12) year of service; and an additional \$1,600 at the completion of his/her fifteenth (15) year of service. Longevity payments are not added to the administrator's base salary.

All administrators who are not eligible for the \$4,000 tenure award shall receive a

\$1,500 longevity payment at the completion of the administrator's fifth (5) year of service. Such longevity payment shall not be added to the administrator's base salary.

2. Career Increment - Administrators shall be eligible for career increments as part of salary equal to one (1%) percent of his/her salary for each year of administrative service in the Port Jefferson Schools and one (1%) percent of his/her salary for each two (2) years of service as an administrator outside the District. These increments shall be cumulative and payable in each of the three (3) school years following the date on which the administrator files a request with the Board and the Superintendent.

For any year following the years in which career increments are paid, the salary of the administrators shall be computed excluding longevity increments.

The career increment may not exceed nineteen (19%) percent in any of the three (3) years during which it is exercised.

Each administrator shall be entitled to exercise such election only once during his/her employment in the district.

Administrators hired after July 1, 2001, shall receive said career increment, provided they are otherwise eligible, once they have completed five (5) years of administrative service with the Port Jefferson Union Free School District. Administrators hired on or after July 1, 2016 must have completed ten (10) years of administrative service to be eligible for the career increment.

C. Tenure Award

Any probationary administrator who receives tenure shall have their base salary increased by \$4,000 in the school year in which the administrator receives tenure. If the administrator's tenure effective date is on or after May 1st, the tenure award will be

provided that July 1st before the negotiated percentage increase is applied for that year. Certified unit members who are tenured as of July 1, 2016 shall receive a second tenure award of \$1,500 to be added to the base salary of the administrator after completion of the sixth (6th) year of service.

D. Extra -Curricular Activities

The Administrators agree that extra-curricular activities constitute a significant part of the total educational experience offered to the students of the district. It recognizes further the desirability of encouraging members of the teaching staff to assume responsibility for supervising students and advising them as they engage in such activities, either as spectators or as participants.

Where there are insufficient volunteers to supervise students outside regular school hours, in such activities as evening dances, athletic contests, concerts, dramatic performances, and the like, the building principal shall rotate assignments among the teachers of the building. Where there are no qualified teacher candidates for the extra pay positions of coach, adviser, timer, scorer, detention/bus supervisor, tutor, chaperone, etc., administrators may apply for and may be assigned to such posts. The Board authorizes payment to administrators for the performance of these extra duties.

The following extra-stipend positions shall be reserved for the Administrators.

Payment is authorized as indicated:

Chaperone	\$39 per hour
Overnight Trip Administrator	\$250 per day
Overnight Chaperone	\$175 per day

E. AED/CPR Training

Full-time unit members who obtain AED/CPR certification provided at District

expense shall be paid an annual stipend of \$250, prorated based on the date certification obtained.

F. Extra Duties

Administrators shall receive an annual stipend of \$3,000 for the performance of extra duties under the guidance of District administrators who are non-bargaining unit members within the administrative areas of Guidance, Professional Development, English as a New Language ("ENL"), Technology, Academic Intervention Services, and ENL/Special Education Summer School Coordinator. A listing of the extra duties which qualify for the stipend is attached as "Appendix A".

ARTICLE V
BENEFITS

A. Life Insurance:

The premium of a group life insurance plan to be selected by the Board, which permits purchase of life insurance of approximately \$100,000, for each administrator, shall be paid by the District. The plan commenced on January 1, 1982.

Each covered administrator will have \$100,000 permanent life insurance purchased and paid for by the District for a period of eight (8) years. The District will have ownership of the policy during such period. Should a covered administrator die during the eight (8) year period, proceeds of the policy payable to beneficiary shall be limited to face amount less the amount of premiums paid by the District on such policy. In such case, the premium outlay shall be paid to the District by the insurer. At the end of the eighth year, the District will convey title to the policy to the insured administrator to do with as he/she determines, at which time the obligation of the District to the maintenance of such policy shall cease for all purposes.

However, the District will pay the premiums on the policy(s) of administrators currently employed for the full eight (8) year period, even if an administrator should sooner retire.

All administrators shall, upon termination of service for any reason before the eight (8) years expire, have the option to assume all future responsibilities and costs of the policy drawn in his/her name. If the administrator fails to assume the policy within thirty (30) days after termination, the obligation of the District to the maintenance of such policy shall cease for all purposes.

B. Sabbatical Leave:

After seven (7) years of administrative employment in the Port Jefferson Schools, an administrator shall be eligible for sabbatical leave at full salary. Such leave may be taken during the calendar year or during three consecutive summers.

Requests for sabbatical leave will be granted by the Board for advanced study and/or educational travel. The primary criterion for granting such leave shall be its direct value to the educational program of the Port Jefferson School District. Seniority in the Port Jefferson School District and the improvement of administrative management skills will be considered. All requests for sabbatical leave must be submitted by February 1st.

C. Tuition Fees for Administrators' Children:

The annual tuition fee for administrators' children shall be \$2,828.76/one child and \$5,657.53/two or more children for grades pre-kindergarten through grade twelve (12) effective July 1, 2019. Said tuition fees shall increase annually by the agreed upon percentage salary increase set forth in the collective bargaining agreement with the Port Jefferson Teachers Association for that school year. For children with special needs,

additional tuition will be required based on New York State Special Needs Tuition Rate. .
 Registration in these grades is predicated on the assumption that there shall be adequate room based upon desired class size listed in the teachers' collective bargaining agreement. Should the District choose to add an extra section at a given grade level beyond that required to obtain desired maximums for the purposes of lowering class size to 18 or less, the acceptance of administrators' children at that grade level shall be based on the class size of eighteen (18). If the desired class size is reached, the Superintendent shall have unfettered discretion to deny enrollment to any child of any Port Jefferson staff member.

D. Health and Dental Insurance:

1. All administrators shall pay twenty percent (20%) of the premiums of a comprehensive group health, dental and vision/excess major medical plan. These plans are available to all full-time employees of the District and to part-time employees on a pro-rated basis.

2. Any person presently enrolled in any insurance program offered by the District may waive the right to be covered and relieve the District of any obligation for paying premiums on the person's behalf. A person who waives the right to be covered shall receive one-half (1/2) the cost of the premium of his/her policy in effect at the time of the waiver, payable at the end of the school year. The health insurance buy-out shall be capped at the declination rates in effect for the 2013-14 school year, which are:

Type of Coverage	Individual	Family
Medical	\$3,925.77	\$8,671.92
Dental	\$322.98	\$887.40
Excess/Vision	\$79.38	\$195.36

Such waivers must be renewed annually upon proper written application submitted no later than June 30th. If a person rejoins any insurance program during the school year, that person shall receive any payment for any portion of the premium.

Rejoining any insurance program shall be permitted due to extenuating circumstances unforeseen at the time the original waiver was executed, such as change in marital status, death in family, financial hardship, etc. A person who wishes to rejoin must submit a written application. A joint determination, based on the merits, shall be made by the Superintendent of Schools and the President of the Association.

E. Health Insurance Coverage in Retirement

1. Unit members are entitled to either individual or family health insurance coverage, as applicable, in retirement pursuant to NYSHIP rules and regulations. The retiree shall contribute the same percentage of the premium of a health insurance plan identical to the plan provided for current employees covered under this Agreement that the retiree contributed at the time of his/her retirement. Once a retiree or his/her spouse reaches the age of 65, he/she must enroll in Medicare, Part B. The District shall reimburse such person the amount deducted from his/her Social Security benefits to pay for such enrollment.

2. Unit members hired on or after July 1, 2022 must have completed ten (10) years of service with the District to be eligible for health insurance in retirement.

ARTICLE VI
SEPARATION FROM SERVICE

A. Termination of Service

1. The probationary period with respect to tenure shall be that as set forth in the Education Law of the State of New York for all New York State certified administrators,

during which period employment may be terminated in accordance with existing laws governing administrator tenure.

2. In the case of employees whose services are not required beyond June 30th of a particular year or those administrators whose positions are being abolished, notification in writing shall be given prior to April 1st.

3. Salary for time served shall be pro-rated and paid up to and including the last day of employment.

B. Notice of Retirement/Resignation

Unit members who intend to retire and/or resign from the District shall provide a minimum of ninety (90) school days written notice to the Superintendent of such retirement or resignation as a condition precedent to receiving sick leave and vacation payout pursuant to Article III(C) and (D) of the collective bargaining agreement. The Superintendent, after discussion with the Administrators Association may waive the above notification requirement upon written notice of extenuating circumstances. Entitlement to payment for accrued vacation and accumulated sick leave under this contract shall be limited to administrators who retire from the District into the New York State Teachers Retirement System and/or administrators who voluntarily resign from the District with at least seven (7) years of service as an administrator in the District. Unit members who are excused or resign in lieu of denial of tenure or commencement of a disciplinary proceeding shall be entitled to payment despite not meeting the requisite years of service. An administrator who is terminated by the District pursuant to Education Law Sections 3012 and or 3020-a shall not be entitled to this payment.

ARTICLE VII
GRIEVANCE PROCEDURE

Grievance Procedure shall be as in New York State Law, which is interpreted in this Agreement as follows:

A. No administrator shall file a formal grievance without first having discussed the complaint with his/her immediate supervisor.

B. If the administrator's complaint is not satisfied at the informal level, he/she may file a written grievance within five (5) work days with his/her immediate supervisor, who shall discuss the grievance with the aggrieved administrator within five (5) days after it has been presented to his/her. The immediate supervisor shall respond in writing within five (5) working days after the discussion.

C. If the aggrieved administrator is not satisfied with the immediate supervisor's decision, within five (5) work days after the receipt of such decision, the administrator may file his/her grievance with the Superintendent.

Within five (5) work days of receipt of said grievance, the Superintendent will meet with the administrator in an effort to resolve the grievance. The Superintendent shall respond in writing within five (5) work days after the discussion.

D. If the aggrieved administrator is not satisfied with the Superintendent's decision, within five (5) work days after the receipt of such decision, the administrator may file his/her grievance with the Board.

Within ten (10) work days of receipt of such grievance, the Board or committee of the Board will meet with the administrators in an effort to resolve the grievance. The decision of the Board shall be transmitted in writing to the administrator following the next regularly scheduled Board of Education meeting.

E. The aggrieved administrator may request that the Administrators submit the grievance to arbitration. The Administrators shall determine whether the grievance is meritorious. It may submit the grievance to arbitration by written notice to the District within ten (10) days of the Board's decision.

The Administrators and the District shall select an arbitrator through the American Arbitration Association. The arbitrator selected shall confer with the District and the aggrieved administrator, or his/her Designee within twenty (20) days from the date the final statements and proofs are submitted. The arbitrator's decision shall be in writing and shall set forth findings, reasoning and conclusions on the issue(s) submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The decision of the arbitrator shall be binding. The arbitrator shall have no power to alter, add to, or detract from the provisions of this agreement.

ARTICLE VIII
LEGAL DEFENSE & COMPENSATION FOR INJURIES

A If criminal or civil proceedings are brought against an administrator, alleging that he/she committed an assault while in the course of his/her employment, the Board will, upon request, provide legal counsel to defend in such proceeding.

B. The Board agrees to save harmless and protect administrators from financial loss and will provide for their defense, arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person within or about the school building, provided such administrator at the time of the accident or injury was acting in the discharge of his/her duties within the scope of his/her employment and/or under the direction of the Board, pursuant to the procedures set forth

in Sections 3023, 3028, and 3811 of the Education Law.

C. Whenever an administrator is absent from employment and unable to perform his/her duties as a result of personal injury occurring in the course of his/her employment, for which he/she is eligible to receive Worker's Compensation payments, full salary will be paid for the period of absence, less the amount of any Worker's Compensation award made for the disability due to said injury. No part of such absence will be charged to accumulated sick leave. The Board may request a reasonable number of physical examinations by the District Medical Officer.

D. The Board will provide protection of administrators by reimbursement of cost of replacing or repairing dentures, eyeglasses, and similar physical aids not covered by Worker Compensation, destroyed or lost as the result of any injury sustained in the course of his/her employment.

E. The Board will provide reimbursement for repair or value, whichever is less, of clothing and personal property, damaged or destroyed incidental to employment, provided loss is not caused by negligence of the claimant.

ARTICLE IX **LIPA REOPENER**

With the power plant owned by National Grid in Port Jefferson Harbor and/or other assessable property related to any previous production and/or transmission of electrical power located within the geographic boundaries of the Port Jefferson Union Free School District being reduced fifty (50%) percent in assessment throughout the term of the nine (9) year LIPA settlement, any agreed-upon salary increase set forth in the agreement that has not yet been implemented shall be the subject of reopened negotiations at the election of either the District or the Association during the term of this agreement. After

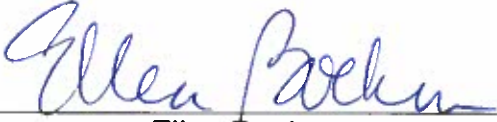
the passage of four (4) weeks, if the parties are unable to agree upon the modification of the salary increase, either party may submit the issue to expedited arbitration before Jay Siegel, Esq. whose decision shall be final and binding. The fees payable to the arbitrator shall be shared jointly by the District and the Association.

ARTICLE X
LEGISLATIVE AUTHORIZATION

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS OF THE AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OR LAW OR BY APPROVING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

WHEREFORE, this Agreement has been executed by all parties this ___ day of November, 2022.

**PORT JEFFERSON UNION FREE
SCHOOL DISTRICT**

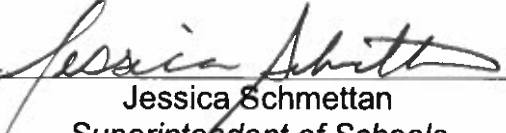


Ellen Boehm
President, Board of Education

**PORT JEFFERSON ADMINISTRATORS
ASSOCIATION**



Michael Caravello, Ed.D.
President



Jessica Schmettan
Superintendent of Schools

APPENDIX A

1. Extra Duties performed by Administrators within the administrative area of Guidance K-12 include, but are not limited to:

- Conducting monthly meetings with the Guidance Department K-12;
- Oversee the ordering, scheduling and proctoring of PSAT's, SAT's and AP assessments;
- Serve as District liaison to College Board;
- Attend monthly Suffolk Director of Guidance meetings;
- Oversee the implementation and staff development of Naviance;
- Inform and assist staff with the regulations regarding multiple pathways to graduation;
- Organize post-secondary orientation events; such as College Night and Mini College Fairs;
- Organize "The Chart" and make recommendations for new secondary courses;
- Analyze post-secondary and graduation data;
- Prepare annual report for BOE;
- Provide regular updates at monthly Administrators' meetings
- Serve as a member of the Board of Education Curriculum Committee as needed
- Other responsibilities as deemed appropriate by the Superintendent of Schools.

2. Extra Duties performed by Administrators within the administrative area of Professional Development include, but are not limited to:

- Conduct monthly meetings with the Professional Development Committee (consisting of Administrators, Teacher, Clerical and TA representatives);
- Assist in the preparation and planning of Superintendent's Conference Days;
- Assist in the Executive Director of Curriculum and Instruction with the annual development of the Title 1a Grants related to professional development;
- Monitor and maintain information regarding CTLE hours;
- Prepare annual District Professional Development Plan;
- Review and vet professional development opportunities with committee input;
- Conduct needs assessment for staff development and provide recommendations to expand and improve professional development;
- Prepare an annual report for the BOE regarding professional development;
- Provide regular updates at monthly Administrators' meetings;
- Serve as a member of the Board of Education Curriculum Committee as needed;
- Other responsibilities as deemed appropriate by the Superintendent of Schools.

3. Extra Duties performed by Administrators within the administrative area of ENL include, but are not limited to:

- Attend monthly Long Island Bilingual/ENL Coordinator Networking Meetings;
- Conduct quarterly meetings with ENL department;
- Assist the Executive Director of Curriculum and Instruction with the annual development of the CR-Part 154 plan;
- Assist the Executive Director of Curriculum and Instruction with the annual development of the Title III Grants;
- Prepare an annual report for the BOE regarding ENL enrollment, staffing, and programs;
- Organize and oversee NYSESLAT Testing and Scoring;
- Provide regular updates at monthly Administrators' meetings;
- Serve as a member of the Board of Education Curriculum Committee as needed;
- Other responsibilities as deemed appropriate by the Superintendent of Schools.

4. Extra Duties performed by Administrators within the administrative area of Technology include, but are not limited to:

- Conduct monthly meetings with the Technology Committee (consisting of Administrators, and Teachers);
- Make recommendations to the Executive Director of Curriculum and Instruction regarding technology equipment, online subscriptions, and staff development;
- Make recommendations to the Assistant Superintendent for Business regarding technology budgeting and purchasing;
- Attend monthly Technology Coordinator meetings at Eastern Suffolk BOCES;
- Prepare an annual and five year Technology Plan;
- Prepare an annual report for the BOE regarding technology staff development and programs;
- Provide regular updates at monthly Administrators' meetings;
- Serve as a member of the Board of Education Curriculum Committee as needed;
- Other responsibilities as deemed appropriate by the Superintendent of Schools.

5. Extra Duties performed by Administrators within the administrative area of AIS include, but are not limited to:

- Conduct quarterly meetings with AIS/Rtl staff and district-wide AIS committee;
- Assist the Executive Director of Curriculum and Instruction with the annual development of the AIS/Rtl Plan;

- Assist the Executive Director of Curriculum and Instruction with the annual development of the Title 1 Grants;
- Assist in the annual Title 1 Parent Meetings;
- Review and update AIS notification letters;
- Evaluate data systems and entrance criteria for AIS programming;
- Make recommendations on K-12 AIS and Rtl programs;
- Prepare an annual report for the BOE regarding AIS/Rtl programs;
- Provide regular updates at monthly Administrators' meetings;
- Serve as a member of the Board of Education Curriculum Committee as needed;
- Other responsibilities as deemed appropriate by the Superintendent of Schools.

6. Extra Duties performed by Administrators within the administrative area of ENL/Special Education Summer School Coordinator include, but are not limited to:

- On-site supervision of the six-week summer school program from 8:30 a.m. to 12:30 p.m., including attendance at all Field Trips/Assemblies;
- Communicate with Special Education case managers and ENL Teachers to ensure that all necessary instructional materials and other supports are in place prior to the commencement of the program;
- Serve as the direct contact person for the summer session including the supervision of teachers, support staff, paraprofessionals as well as parent inquiries;
- Monitor staff attendance and arrange for substitute coverage as needed;
- Monitor student attendance and work with families of students who are chronically absent;
- Ensure all accommodations in Individualized Education Plans (IEPs) and Behavior Intervention Plans (BIPs) are shared with relevant staff in a timely manner;
- Oversee and supervise instructional and behavioral programs to ensure compliance with IEPs and BIPs;
- Address situations involving student discipline in a restorative manner;
- Maintain accurate discipline, attendance, and academic records;
- Coordinate the medical services necessary to meet the needs of the students participating in the program;
- Prepare summer school reports as required;
- Perform other related duties as assigned by the Assistant Superintendent for Curriculum and Instruction and work closely with the Director of Special Education to ensure the success of the program.