

ADMINISTRATION **2000**

SUPERINTENDENT OF SCHOOLS 2100

ORGANIZATION 2102

The organization of school staff shall be unified and directed by the superintendent.

The School Committee recognizes the following services or functions within the school system. The Salem Public Schools, School Committee and its administrators are committed to the concept of affirmative action in hiring:

Legislation and policymaking - functions of the School Committee carried on with the aid of the superintendent;

Administration - a function of the superintendent and his/her administrative staff on all levels of the school department, unified, coordinated, and directed through the office of the superintendent;

Instruction - a service performed by teachers, supervisors, counselors, librarians, and other special area personnel, aided by their principals;

Fact-finding, interpretation, and planning - services conducted by all members of the staff, as an aspect of their regular assignments in the school department and consultant services as required;

Legal advice - a service performed by the committee counsel, Massachusetts Department of Education, and/or counsel through the city solicitor;

Plant operation and maintenance - functions of the custodial staff and consultants, as needed, under the direction of the director of buildings and grounds;

Accounting, secretarial, and clerical - services performed by secretaries, clerks, and accountants and others under the direction of their immediate supervisors.