

## Policy Information

### Series 3000 - Administrative, Personnel

#### Tenure Areas for Administrators and Program Staff Specialists

Policy # 3130, 1.3

## POLICY

2018 3130

Administration

### SUBJECT: TENURE AREAS FOR ADMINISTRATORS AND PROGRAM STAFF SPECIALISTS

The Board of Education hereby establishes the positions and tenure areas listed below for currently employed administrators, supervisors, coordinators, managers and specialists and those who may be so appointed in the future.

Positions marked with an asterisk (“\*”) below require administrative certification. The tenure area of employees holding these positions exactly matches the name of the position. For example, an employee holding the “Principal” position works in the “Principal” tenure area. For all other positions (those not marked with an asterisk), the tenure area of employees holding the position shall be determined as provided by law.

Position #	Description
* 101	Deputy Superintendent
* 102	Assistant Superintendent, Instructional Programs
* 104	Assistant Superintendent, Planning & Administration
* 105	Assistant Superintendent for School Improvement
* 107	Chief Financial Officer
* 110	Director of Programs
* 150	School Business Administrator
* 201	Director, School Improvement
* 202	Director, Instructional Programs
* 203	Director of Instructional Technology
* 204	Director, Statewide Student Support Services Center
* 205	Director, Management Services (Civil Service Counterpart Exists)
* 206	Director, Migrant Center
208	Director, Migrant Center (Adult Ed Certification)
* 210	Director, Instructional Coaching Services
* 300	Executive Principal
* 302	Principal
* 304	Assistant Principal
* 402	Supervisor, Adult and Continuing Education
* 406	Supervisor, Management Services
* 408	Supervisor of Special Education
* 410	Supervisor, Student Services (Special Ed)
412	Supervisor, Media Services & Itinerants

*	414	Supervisor, Instructional Technologies
*	415	Supervisor, Planning Services
	416	Supervisor, Preschool Services
*	418	Supervisor, Student Services (Vocational)
*	420	Supervisor, Instructional Services
*	422	Supervisor, Special Education Curriculum & Instruction
	501	Coordinator, Active Citizenship Today
*	502	Lead Coordinator, Adult Education
	503	Coordinator, Business and Education
	504	Coordinator, CAMPS
*	505	Coordinator, Central Business Office (Civil Service Counterpart Exists)
	506	Coordinator, Curriculum, Planning, Itinerant Teachers & Enrichment
*	507	Coordinator, CDOS Grant
	508	Coordinator, Even Start
	510	Coordinator, Extended School Year Program
*	512	Coordinator, Student Support Services
*	513	Coordinator, Enrichment Services
	514	Coordinator, Enrichment/Distance Learning/Health Benefits
	516	Coordinator, Developmental Outreach Consultation Program (DOCS)
*	518	Administrative Coordinator, Instructional Services
*	520	Coordinator, Interscholastic Athletics
	524	Coordinator, Planning Services
*	525	Coordinator, Preschool Services
	526	Coordinator, Regional Drug Education
*	527	Coordinator, School Board Services
*	530	Coordinator, School Library/Media Services
*	532	Coordinator, SETRC
*	532N	Coordinator, RSE-TASC
	534	Coordinator, Speech Services
*	536	Coordinator, Student Services
	537	Coordinator, Technical Services
	538	Coordinator, Work Experience/Placement
	540	Coordinator, Youth at Risk
*	541	Coordinator, Curriculum & Instruction (Itinerant)
	542	Coordinator, Labor Relations & Human Resources
*	545	Coordinator, Special Education Instruction
*	547	Coordinator, T. I. G.
*	550	Coordinator, Technology (Itinerant)
	552	Coordinator, Computer Instruction
	553	Lead Coordinator, Computer Instruction
*	555	Coordinator, Internal Strategic Planning
	557	Coordinator, Migrant Education Outreach Program
	558	Coordinator, Literacy Volunteers of Livingston County
*	559	Lead Coordinator, Distance Learning
*	560	Lead Coordinator, Instructional Services
	562	Lead Coordinator, Student Services
	563	Coordinator, Migrant Center
	564	Coordinator, Reading Recovery
	565	Coordinator, Human Resources
	566	Lead Coordinator, Management Services
*	567	Lead Coordinator, Distance Learning/School Board Services
	570	Coordinator I, Migrant Center (Adult Education)
*	602	Dean, Student Management Service

608 Manager, Technical Programs  
 \* 610 Manager, Business & Finance  
 612 Manager, Adult Services  
 \* 614 School Business Administrator (Itinerant)  
 650 Lead Coordinator, LPN & CNA Programs  
 655 Coordinator, LPN & CNA Programs  
 660 Coordinator, Regional Medical Careers Program (Adult Education)  
 701 Specialist, Adult Education Instructional  
 702 Specialist, Adult Education Assessment/Evaluation/Remediation  
 703 Specialist, Adult Education Program Developer  
 704 Specialist, Adult Education Case Management  
 705 Specialist, Adult Education Advisor  
 706 Specialist, Adult Education Intake/Placement  
 707 Specialist, Cooperative Bidding  
 708 Specialist, Crisis Intervention  
 709 Specialist, Enrichment Program  
 710 Specialist, Health Education Network  
 711 Specialist, Adult Education Job Training Instructor  
 712 Specialist, Job Placement  
 713 Specialist, Management Services  
 714 Specialist, Migrant Center  
 715 Specialist, School Library Service  
 716 Specialist, SETRC Trainer  
 717 Specialist, Teacher Certification  
 718 Specialist, Migrant Center Curriculum Writer  
 720 Specialist, SETRC Professional Development/Transition  
 \* 720N Specialist, RSE-TASC  
 721 Specialist, Transition  
 722 Specialist, Staff Development  
 724 Specialist, Vocational Assessment Facilitator  
 725 Specialist, Lab Leader & Clinical Instructor  
 726 Specialist, Science  
 728 Specialist, Student Services  
 730 Specialist, Comprehensive Health & Prevention  
 732 Specialist, Coaching Courses  
 734 Specialist, Youth At Risk  
 735 Specialist, Tech Prep  
 740 Specialist, Technology Integration  
 741 Specialist, Student Applications  
 745 Specialist, Library Technologies  
 747 Specialist, VATEA Curriculum Development  
 749 Specialist, Distance Learning  
 750 Specialist, Curriculum Development  
 751 Specialist, Alternative Education  
 752 Program Specialist, Distance Learning/Enrichment  
 755 Specialist, LPN Lab and Clinical Assistant  
 756 Specialist, LPN Program Instructor  
 757 Specialist, Media Services

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