

THE SCHOOL COMMITTEE OF THE CITY OF BOSTON



GOVERNMENT DOCUMENTS
DEPARTMENT
BOSTON PUBLIC LIBRARY

BOSTON PUBLIC SCHOOLS
DEPARTMENT OF PERSONNEL AND LABOR RELATIONS
MANAGER
IDA WHITE

March 15, 1983

M E M O R A N D U M

TO: Dr. Robert R. Spillane, Superintendent

FROM: Ida White, Manager, Personnel/Labor Relations *IW*

SUBJECT: March 15, 1983 Report to the United States
District Court on Administrators

Please find enclosed the number of white, black and other minority permanent and acting administrators as required to be filed on March 15, 1983 by Order of the United States District Court.

In the January 15, 1983 filing we advised the Court and parties of the December 15, 1982 Managerial Plan and stated that the duties and responsibilities of those positions in question would be reviewed prior to the March 15, 1983 filing. This analysis of the December 14, 1982 Managerial Plan has been completed and, where applicable, those positions have been listed in this report.

mlh

CENTRAL ADMINISTRATION

OFFICE OF THE SUPERINTENDENT

1	Superintendent	W
1	Executive Administrative Assistant	W
1	Senior Administrative Assistant	B
1	Media Assistant	W
1	Special Assistant	B

OFFICE OF DEPUTY SUPERINTENDENT - FINANCE AND ADMINISTRATION

1	Deputy Superintendent	W
1	Administrative Assistant	Vacancy
1	Executive Administrative Assistant	W(A)
1	Senior Administrative Assistant	Vacancy
1	Project Director	W(A)
1	Program Director	W(A)

Office of the Business Manager

1	Business Manager	W
2	Assistant Business Managers	W(A)
3	Coordinators	2W(A), 1B(A)

Department of Information Systems Development

1	Manager of Information Systems	O(A)
1	Assistant Manager of Computer Operations	W
4	Project Leaders	W(A)
1	Unit Leader	W(A)
1	Analyst	W(A)

Department of Personnel and Labor Relations

1	Manager	B
1	Assistant Manager	B(A)
1	Assistant Director - Title I	B(A)
1	Assistant Director	W
1	Specialist	B(A)
3	Unit Leaders	2W(A); 1 O(A)
1	Analyst	1 O(A)
4	Junior Analysts	2W(1A); 1B(A); 1 O(A)
3	Senior Coordinators	2W(A); 1B(A)
1	Personnel Relations Coordinator	W
1	Senior Analyst	B(A)

Office of Budget Management

1	Budget Chief	W
1	Senior External Funds Coordinator	W(A)
1	External Funds Coordinator	W(A)
2	Senior Coordinators	1W; 1B(A)
2	Coordinators	1W; 1B
1	Analyst	W(A)
1	Junior Analyst	B(A)
2	Evaluation Specialists	1W(A); 1B(A)
1	Junior Specialist	B(A)

OFFICE OF DEPUTY SUPERINTENDENT - SCHOOL OPERATIONS-

1 Deputy Superintendent	B
1 Executive Assistant	B(A)
1 Administrative Assistant	W(A)
1 Program Director	B
1 Project Director	W(A)
1 Coordinator	W(A)

Office of Plant Engineer

1 Chief Engineer	W
1 Deputy Chief Plant Engineer	W
1 Supervisor	B(A)

Department of Food Services

1 Director	W
1 Assistant Director	W
1 Project Director	B

Office of Planning and Engineering

1 Chief Structural Engineer	W(A)
1 Senior Structural Engineer	W
1 Assistant Manager	W(A)
1 Senior Engineer	W(A)

School Safety Services

1 Safety Chief	W(A)
1 Administrative Assistant	W(A)
3 Senior Safety Coordinators	1W; 2B(A)
2 Investigative Counselors	1W; 1B

OFFICE OF DEPUTY SUPERINTENDENT - CURRICULUM AND INSTRUCTION

1 Deputy Superintendent	B
1 Executive Administrative Assistant	W
1 Senior Administrative Assistant	B
1 Director - Title I	W
1 Associate Director - Title I	W
1 Assistant Director - Title I	W
1 Project Director - Title VII	W(A)
1 Specialist - Title VII	W(A)
1 Senior Specialist/Curriculum Writer	B(A)
1 Program Director/Curriculum Objectives	W(A)
1 Senior Advisor - Physical Education	Vacancy
1 Coordinator - Swimming	W(A)
1 Assistant Program Director - Physical Ed.	W

Boston Institute for Professional Development

1	Manager	B(A)
1	Senior Coordinator	W
2	Coordinators	1W; 1B(A)

Office of Instructional Services

1	Manager of Instructional Services	Vacancy
1	Manager - Evaluation and Testing	W(A)
1	Administrative Assistant	B(A)
2	Senior Curriculum Advisors	1B; 1W(A)
1	Associate Director - Title I	W(A)
8	Assistant Directors - Title I	7W, 3(A); 1B(A)
1	Evaluation Specialist	W(A)
1	Assistant Director	W
1	Senior Specialist/Curriculum Writer	W(A)
1	Advanced Work Class Coordinator	W(A)
1	Systems Specialist	W(A)
1	Senior Advisor - Fine Arts	W(A)
1	Senior Advisor - Music	W
1	Senior Advisor - Science	W
1	Program Director - Music	W(A)
1	Senior Program Director - Reading	Vacancy
1	Senior Program Director - Mathematics	Vacancy
1	Senior Program Director - Social Studies	Vacancy
1	Senior Program Director - Foreign Languages	Vacancy
1	Program Director - Athletics	Vacancy
1	Senior Program Director - Technology & Media	Vacancy

Bilingual

1	Senior Advisor	W
6	Coordinators of Bil. & Multicultural Education Resources	3W; 2 O(1A); 1B
1	Administrative Assistant	O(A)

Bilingual Lau Unit

1	Coordinator	W
2	Specialists	1B(A); 1W(A)

Student Support Services

1	Manager	W(A)
1	Staff Assistant	W(A)
1	Projects Director	B(A)
1	Teacher-in-Charge	W(A)
1	Projects Director - Bilingual Special Ed.	O(A)

CENTRAL ADMINISTRATIONEarly Childhood/Elementary Student Support Programs

1 Senior Advisor	W(A)
1 Special Assistant	B(A)

Middle School Student Support Programs

1 Senior Advisor	W
1 Special Assistant	W(A)

Secondary School Student Support Programs

1 Senior Advisor	W(A)
1 Special Assistant	B(A)

Pupil Services

2 Senior Advisors	W
1 Senior Coordinator	W(A)

Compliance/Placement

1 Assistant Manager	W(A)
1 Special Assistant	W(A)

Contracted Services

1 Associate Manager	W
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Adult Educational and Recreational Activities

1 Director	W(A)
1 Coordinating Supervisor	W(A)

*Department of Educational & Employment Services

2 Transitional Associates	W(A)
1 Transitional Assistant	W(A)
2 Assistant Directors	1B; 1W
1 Coordinator of Urban Retrofit Programs	W(A)

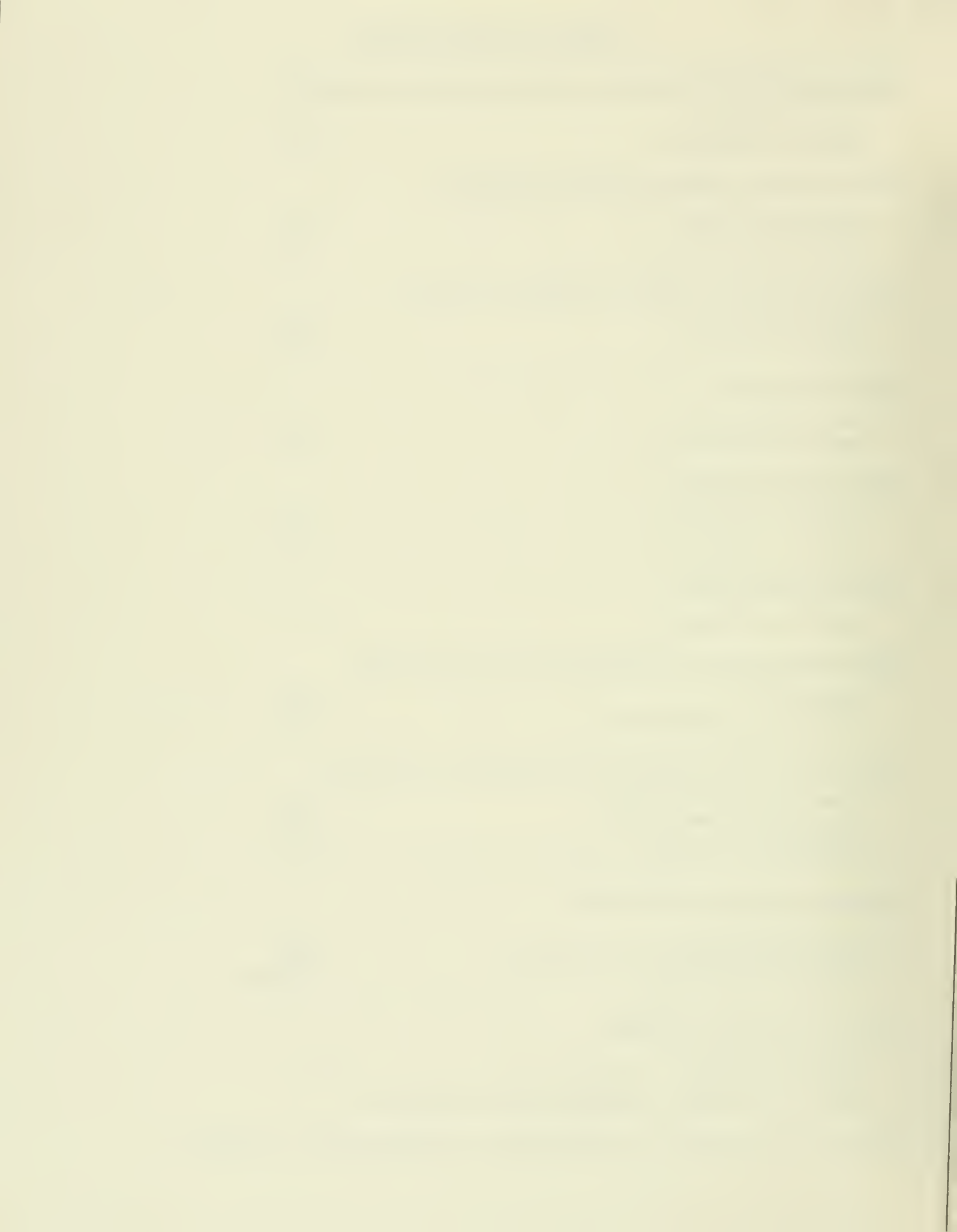
OFFICE OF EQUAL OPPORTUNITY

1 Senior Officer	B(A)
1 Senior Administrative Assistant	B(A)
1 Personnel Specialist	Vacancy

OFFICE OF GENERAL COUNSEL

1 General Counsel	W
2 Assistant General Counsels	W
1 Assistant General Counsel-Labor Relations	B

*Reports to Director of Educational and Employment at HHHORC



CENTRAL ADMINISTRATION

OFFICE OF SENIOR OFFICER - IMPLEMENTATION

1 Senior Officer W
1 Staff Assistant W(A)

DEPARTMENT OF IMPLEMENTATION

1 Executive Director B
4 Directors 3W(2A); 1B(A)
1 Assistant Director W(A)
1 Coordinator B(A)
11 Specialists 3B(1A); 5W(3A) 2 O(1A); 1vacan
13 Officers 6B(3A); 5W(3A); 1 O(A);
1 vacancy
2 Analysts 2W(A)

TOTAL NUMBER OF PERMANENT AND ACTING
ADMINISTRATORS - CENTRAL ADMINISTRATION

	PERMANENT			ACTING			VACANCIES	TOTALS
	B	W	O	B	W	O		
Superintendent		1						1
Deputy Superintendents	2	1						3
Senior Officers		1		1				2
Executive Admin. Assistant		2		1	1			4
Senior/Admin. Assistant	2			2	2	1	2	9
Media/Special Assistant	1	1		2	2			6
Executive Director	1							1
Directors		3		1	3			7
Senior Advisors		6			3		1	10
Associate Directors		1			1			2
Assistant Directors	1	10		2	4			17
Project/Program Directors	2			1	6	1	6	16
Staff Assistants					2			2
Senior/Junior Coordinators	2	10	1	7	11	1		32
Supervisors				1	1			2
Senior/Junior Specialists	2	2	1	5	6	1	1	18
Officers	3	2		3	3	1	1	13
Counselor	1	1						2
Managers	1	1		1	2	1	1	7
Asst./Associate Managers		2		1	4			7
Senior/Junior Analysts		1		3	5	2		11
Project/Unit Leaders					7	1		8
Budget/Security Chief		1			1			2
Evaluation/Systems Spec.				1	3			4
Chief Engineer		1			1			2

CENTRAL ADMINISTRATION

*PROGRAM SPECIALISTS - STUDENT SUPPORT SERVICES

15 12W; 3B

*PERSONNEL ON ASSIGNMENT

Library	3 2W; 1B
Bilingual Department	2 1W; 1 O (636 funded)
Personnel	1W (Director on Assignment)
Vocational/Occupational Education	1B
Student Support Services	2W (1 funded)
Office of Deputy Superintendent/ Finance and Administration	1W (Headmaster on Assignment)
Audio Visual Department	1W (Headmaster on Assignment)
Office of Implementation	1W (Headmaster on Assignment)

TOTAL 27 21W; 5B; 1 O

*Not included in any previous totals.

OFFICES OF THE COMMUNITY SUPERINTENDENTSCommunity District One

1	Community Superintendent	W(A)
1	Administrative Assistant	W(A)
1	Guidance Counselor	O(A)

Community District Two

1	Community Superintendent	W
1	Administrative Assistant	W(A)

Community District Three

1	Community Superintendent	W(A)
1	Administrative Assistant	W(A)

Community District Four

1	Community Superintendent	B
1	Administrative Assistant	B

Community District Five

1	Community Superintendent	B
1	Administrative Assistant	B
1	Administrative Assistant for 636 Projects	B(A)

Community District Six

1	Community Superintendent	W
1	Administrative Assistant	W

Community District Seven

1	Community Superintendent	W
1	Administrative Assistant	W

Community District Eight

1	Community Superintendent	W
1	Administrative Assistant	W

Community District Nine

1	Community Superintendent	B
2	Administrative Assistants	1W(A); 1B(A)

OFFICES OF THE COMMUNITY SUPERINTENDENTS

School Psychologists and Pupil Adjustment Counselors*

	<u>Permanent</u>			<u>Acting</u>			<u>Total</u>		
	<u>B</u>	<u>W</u>	<u>O</u>	<u>B</u>	<u>W</u>	<u>O</u>	<u>B</u>	<u>W</u>	<u>O</u>
School Psychologists	7	30	2	1	1	1	8	31	3
Pupil Adjustment Counselors	0	16	0	1	0	3	1	16	3

Personnel on Assignment*

<u>Community District One</u>	2	1W; 1B	(Liaison Teacher - Funded)
<u>Community District Two</u>	3	1W; 2B	(1 Liaison Teacher - Funded; 1 teacher - 636 Funded)
<u>Community District Three</u>	2W		(Includes 1 Liaison Teacher-Funded)
<u>Community District Four</u>	2W		(Includes 1 Liaison Teacher-Funded)
<u>Community District Five</u>	6W		(Includes 1 Liaison Teacher-Funded; 4 Teachers - 636 Funded); 1B
<u>Community District Six</u>	3W		(Includes 1 Liaison Teacher-Funded; also 1 Funded by 636)
<u>Community District Seven</u>	2W		(Includes 1 Liaison Teacher-Funded)
<u>Community District Eight</u>	2W		(Includes 1 Liaison Teacher-Funded)
<u>Community District Nine</u>	1B		
<u>TOTAL</u>	23	18W; 5B	

*Not included in any previous totals.

ADMINISTRATIVE POSITIONS - HIGH SCHOOLS

HIGH SCHOOL	HEAD MASTER				ASSISTANT HEAD MASTER				ASSISTANT H.M. SUBJECT				GUIDANCE				DIVISION HEAD				COORDINATOR DIRECTOR				
	B	W	O	T	B	W	O	T	B	W	O	T	B	W	O	T	B	W	O	T	B	W	O	T	
DISTRICT I																									
Wrighton High	1A			1A	2A	1		2A	1	8			8	1A	2	1	1A	3						0	1A
DISTRICT II																									
Worcester Plain	1			1	2A	1		2A	1	3A	4		3A	1A	1	1A	2A	1					0		
DISTRICT III																									
West Roxbury		1		1						1	6		7	1	2		3						0		1A
DISTRICT IV																									
Forest Park High		1		1	1A	2		1A	2	2A	4		2A	1	3		3						0		1A
DISTRICT V																									
Worcester, J. E.	1A			1A	2A			2A		1A	3		3A	2A		2A							0		
Worcester	1A			1A	1A	1		1A	1	1A	5		1A	1	1		2						0		1A
DISTRICT VI																									
North Boston		1		1	1A			1A		2A	2		7A	1A	2	2							0		1A
DISTRICT VII																									
Charlestown		1		1	1			1		1A	4		2A	1A	1	1A	2	3					0		1A
DISTRICT VIII																									
West Boston		1A		1A	1A			1A		1	7		8	1	3		4						0		1

ADMINISTRATORS - SPECIAL SCHOOLS AND PROGRAMS

TEACHER-IN-CHARGE

1 Dorchester High School W (A)
1 Carter School W (A)

WORK EXPERIENCE COORDINATOR

1 South Boston High School W (A)

PROGRAM DIRECTOR

1 McKinley School W (A)

PROJECT ADMINISTRATOR

1 Tileston School W (A)

ASSISTANT PROJECT ADMINISTRATOR

1 Tileston School W (A)

ANOTHER COURSE TO COLLEGE

1 Headmaster W

ADMINISTRATIVE ASSISTANT

1 Brighton High School B (A)
1 English High School W (A)

HUBERT H. HUMPHREY OCCUPATIONAL RESOURCE CENTER

1 Director W
1 Headmaster B(A)
2 Assistant Headmasters 1W; 1B
1 Area Coordinator W(A)
1 Senior Administrative Assistant B
8 Cluster Administrators 7W (1A); 1B
1 Business Agent W (A)
1 Bilingual Coordinator B
1 Special Needs Coordinator W
1 Program Director/Occ. Instr. Design W (A)
1 Specialist/Occ. Grants Manager W (A)
1 System Support Specialist W (A)

TOTAL NUMBER OF PERMANENT AND ACTING ADMINISTRATORSSCHOOL FACILITIES

	PERMANENT			ACTING			TOTAL
	B	W	O	B	W	O	
Headmasters	3	11	0	3	3	0	20
Assistant Headmasters	4	12	0	6	10	0	32
Assistant Headmasters-Subject	17	83	2	8	21	2	133
Guidance Counselors	11	29	5	3	9	0	57
Coordinators-Directors	0	1	0	0	5	0	6
Cluster Administrators	1	6	0	0	1	0	8
Business Agent	0	0	0	0	1	0	1
Principals	18	80	1	2	1	1	103
Assistant Principals	0	59	0	2	0	0	61
Teachers-In-Charge	0	0	0	0	2	0	2
Senior Administrative Assistant/ Administrative Assistant	1	0	0	1	1	0	3
Work Experience Coordinator	0	0	0	0	1	0	1
Program Directors	0	0	0	0	2	0	2
Project Administrator/ Assistant Project Administrator	0	0	0	0	2	0	2
Director	0	1	0	0	0	0	1
Coordinators	1	1	0	0	1	0	3
Specialist	0	0	0	0	2	0	2
TOTALS	56	283	8	25	62	3	437

*Includes seven(7) Job Supervisors at Boston High School

TOTAL ADMINISTRATORS, RESEARCH ASSISTANTS, PUPIL ADJUSTMENT COUNSELORSAND PERSONNEL ON ASSIGNMENT
(Includes Vacancies)

Central Administrators	(Pages 1-7)	201
Research Assistants, Pupil Adjustment Counselors Personnel on Assignment	(Pages 8 and 11)	112
Community Superintendents' Offices	(Pages 9 and 10)	21
School Administrators	(pages 12 to 26)	<u>437</u>
	TOTAL:	771

CATEGORY I

NUMBER

PERCENT

	B	W	O	T		B%	W%	O%
Headmaster/Principal	26	95	2	123		21.14	77.23	1.63

CATEGORY II

NUMBER

PERCENT

	B	W	O	T		B%	W%	O%
Central Administration	52	126	11	189		27.51	66.67	5.82
Community District Superintendents' Offices	7	13	1	21		33.33	61.91	4.76
School Facilities	55	250	9	314		17.52	79.61	2.87
TOTAL	114	389	21	524		21.76	74.23	4.01

CATEGORY II - By Title

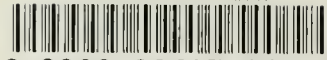
NUMBER

PERCENT

	B	W	O	T		B%	W%	O%
Superintendent	0	1	0	1		0	100	0
Deputy Superintendent	2	1	0	3		66.67	33.33	0
Senior Officer	1	1	0	2		50.00	50.00	0
Executive / Executive Assistant Administrative	1	3	0	4		25.00	75.00	0
Senior / Administrative Assistant	10	10	1	21		47.62	47.62	4.76
Executive Director	1	0	0	1		100	0	0
Media/Special Assistant	3	3	0	6		50.00	50.00	0
Director	1	7	0	8		12.50	87.50	0
Senior Advisor	0	9	0	9		0	100.00	0
Associate Director	0	2	0	2		0	100.00	0
Assistant Director	3	14	0	17		17.65	82.35	0
Program/Project Director	3	8	1	12		25.00	66.67	8.33
Project/Unit Leader	0	7	1	8		0	87.50	12.50
Staff Assistant	0	2	0	2		0	100.00	0
Chief Engineer	0	2	0	2		0	100.00	0
Deputy/Senior Engineer	0	3	0	3		0	100.00	0

TITLE	NUMBER					PERCENT		
	B	W	O	T		B%	W%	O%
General Counsel/Asst. Counsel	1	3	0	4		25.00	75.00	
Senior/Junior Coordinator	10	24	2	36		27.78	66.66	5.56
Supervisor	1	1	0	2		50.00	50.00	0
Budget/Security Chief	0	2	0	2		0	100.00	0
Senior/Junior Specialist	7	10	2	19		36.84	52.63	10.53
Transition Assoc./Assistant	0	3	0	3		0	100.00	0
Teacher-in-Charge	0	3	0	3		0	100.00	0
Officer	6	5	1	12		50.00	41.67	8.33
Counselor (Safety)	1	1	0	2		50.00	50.00	0
Manager	2	3	1	6		33.33	50.00	16.67
Senior Curriculum Advisor	1	1	0	2		50.00	50.00	0
Assistant/Associate Manager	1	6	0	7		14.29	85.71	0
Evaluation/Systems Specialist	1	3	0	4		25.00	75.00	0
Senior/Junior Analyst	3	6	2	11		27.27	54.55	18.18
Project/Assistant Project Administrator	0	2	0	2		0	100.00	0
Community Superintendent	3	6	0	9		33.33	66.67	0
Assistant Principal	2	59	0	61		3.28	96.72	0
Assistant Headmaster	10	22	0	32		31.25	68.75	0
Assistant Headmaster-Subject	25	104	4	133		18.80	78.19	3.01
Guidance Counselor	14	38	6	58		24.14	65.52	10.34
Coordinator-Director	0	6	0	6		0	100.00	0
Cluster Administrator	1	7	0	8		12.50	87.50	0
Business Agent	0	1	0	1		0	100.00	0
TOTALS	114	389	21	524		21.76	74.23	4.01

BOSTON PUBLIC LIBRARY



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