

ADMINISTRATIVE ORGANIZATION PLAN

The organization plan, as set forth in the following regulation and as shown on the organizational chart (see **CCA**), pertains to the Central Administrative Office of the Sanford School System. The objectives are to provide an administrative structure and supporting services that will foster growth and improvement in Sanford's educational program.

Several features of this organization plan contribute to its effectiveness

1. The Superintendent and Assistant Superintendent for Curriculum and Instruction provide professional leadership to the principals/directors. Conversely, principals/directors are accountable to the Superintendent and Assistant Superintendent for Curriculum and Instruction for managing the educational programs of their schools.
2. The Director of Special Education and the Business Administrator are responsible for specific tasks described in the job descriptions and are accountable to the Superintendent and Assistant Superintendent for Curriculum and Instruction. The Assistant Superintendent for curriculum and Instruction is responsible for specific tasks as described in the job description and is accountable to the Superintendent.
3. Reporting relationships are clear cut. This permits the delegation of responsibility and authority, and establishes a clear chain of accountability for action taken and results achieved.

DELEGATION OF OPERATING AUTHORITY AND RESPONSIBILITY

Administrators are authorized to take any reasonable action necessary to carry out assigned responsibilities so long as such action does not deviate from School Board policies, practices, or administrative directives and is consistent with sound professional practice.

The authority for all personnel actions is subject to review and approval by the next higher level of administration. Personnel actions include all administrative action relative to hiring, dismissal, promotion, transfer, compensation, reclassification, and similar personnel matters. This provision assures a fair and impartial review of personnel actions at all times.

ORGANIZATIONAL STRUCTURE

All administrative directives, information, orders, and requests flow through the organizational structure as shown in **CCA**.

JOB DESCRIPTIONS

The job descriptions in this manual are designed to outline the basic functions, organizational relationships, duties, responsibilities, and delegation of authority for all positions shown on the organizational chart in **CCA**. Job descriptions cannot and do not attempt to itemize every minor duty and responsibility of the position. Changes in responsibility will result in modifications of the job description.

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SANFORD SCHOL DEPARTMENT