

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

Date Submitted: February 16, 1999 Date Reviewed: May 16, 2006 December 15, 2009	Number: 200-5
Subject: Administrative Organization	Date Approved: March 16, 1999 June 20, 2006 January 19, 2010 Date Effective: July 1, 1999 June 20, 2006 January 19, 2010

1. **PURPOSE**

The purpose of this policy is to describe the structure of the organization and the line and staff relations.

2. **LINE AND STAFF**

A. Administrative Organizational Plan - The authority of the Board of Education is transmitted through the Superintendent and other personnel as shown by the organizational chart for the system. The Board will review such chart annually. The Superintendent will organize and reorganize lines of authority and revise the organizational chart, subject to Board approval. The lines of authority in the chart represent direction of authority and responsibility.

B. Line and Staff Relations - Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the administrator to whom they are immediately responsible informed of their activities.

Lines of authority are those shown on school system organizational charts. Lines of authority do not restrict in any way the cooperative, collaboration of all staff members at all levels in order to develop the best possible school programs, services and results. The established lines of authority represent direction of authority and responsibility; when staff collaborate the lines represent avenues for a two-way flow of ideas to improve the programs and operations of the school system.