

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from Superintendent to Building Principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- b) The Board of Education shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the Superintendent in cooperation with affected or interested staff members or lay persons.
- d) The Central Office staff shall provide overall leadership and assistance in planning and research.
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

Line and Staff Responsibility

The Superintendent is the Chief Executive Officer of the School District and the Education System, and shall have the responsibility of supervision and direction of all individuals employed in the management and operation of this School System.

Building Principals are responsible for instructional and non-instructional staff members assigned to that building as well as the general operation and maintenance of the building.

Supervisors, directors and coordinators have staff responsibility for their area and are directly responsible to the Superintendent of Schools.

Principals, supervisors, directors and coordinators are jointly responsible for the success of the educational program in this School District.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

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