

LINE IN STAFF RELATIONS

Teachers shall be under the general direction of the superintendent and immediately responsible to their principal for implementing the policies of the Amber-Pocasset Board of Education. Lines of administrative and supervisory authority between the superintendent and the principals shall be clearly defined and shall give principals the responsibility for initiating appropriate changes to meet the needs of the students. The principal shall be involved in the selection, assessment, evaluation, retention and promotion of all personnel assigned to the school.

All staff personnel shall be directly responsible to the superintendent or his/her designee. The principal shall have the responsibility and the authority for the administration of noninstructional programs at that school site.

The superintendent and/or another delegated authority shall establish a work schedule for staff members and supervise their work.

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and procedures.

In accordance with the policy of the board of education, the following regulations shall govern line in staff relations:

Line Relationships

1. General

- A. Each employee in the district shall be responsible to the board of education through the superintendent of schools and the employee's immediate supervisor.
- B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- C. In the absence of the superintendent, the assistant superintendent shall be the person in charge. In the absence of the superintendent and the assistant superintendent, the superintendent shall have established clear lines of authority.

2. Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

- Assistant principal
- Counselors
- All teachers, including specialized teachers

3. Operational (Support Services)

- A. Persons serving in the following positions will report directly to the superintendent of schools:

- Director of Technology and/or Instructional Media
- Director of Transportation

Director of Federal Programs

LINE IN STAFF RELATIONS (Cont.)

Director of Building and Grounds
Food Services Director

- B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:

Secretaries
Clerical aides
Teachers' aides
Cafeteria workers
Custodians

Staff Relationships

1. Instructional

- A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendent, building principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
- B. A cooperative advisory relationship shall be maintained between the following:
- Assistant superintendent
Building principals
The principal and instructional and curriculum specialists
- C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

2. Operational Staff (Support Services)

- A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
- B. A cooperative, working relationship shall be maintained between the following:
- Assistant superintendent and all administrative and supervisory personnel
Director of Buildings and Grounds and the principal
Director of Transportation and building principals

LINE IN STAFF RELATIONS (Cont.)

- C. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

REFERENCE: **State Department of Education, Standards for Accreditation of Oklahoma Schools, 2002, pp. 8-9**