LINE AND STAFF RELATIONS

The central office administrative staff, comprised of the Superintendent of Schools, Assistant Superintendent for Business, Assistant Superintendent for Special Services, and the Coordinator of Curriculum & Assessment are responsible for over-all system-wide educational leadership and for coordinating the educational program within policies established by the Board.

The following principles shall govern the administrative operation of the school system:

1. The Superintendent of Schools shall have specific responsibility for overseeing the district educational programs.
2. Responsibility shall flow from the Board of Education, to the Superintendent, to Building Principals, to teachers.
3. Each member of the staff shall be informed as to whom he/she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. Each staff member shall be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
6. Each staff member shall be informed as to whom he/she should report to for help in carrying out his/her functions.

Line of Responsibility

Each employee in the school system shall be responsible to the Board through the Superintendent.

The Building Principals are the responsible administrators for their buildings. All personnel (including professional staff, classified staff, student teachers and interns) are to report to their respective Building Principal.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when deemed necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.

1st Reading November 20, 2000
2nd Reading & Adoption December 20, 2000
1st Reading for Adoption January 28, 2014
2nd Reading & Re-adoption February 25, 2014