

POLICY

Administration 4210
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Adopted 2.10.2014

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The Board of Education shall formulate and legislate educational policy.
- b) Administrative regulations shall be developed by the Superintendent in cooperation with affected or interested staff members or lay persons.
- c) The Central Office staff shall provide overall leadership and assistance in planning and research.
- d) Areas of responsibility for each individual shall be clearly defined.
- e) Proactive and respectful communication within the district shall be encouraged.
- f) The Superintendent is responsible for the management and operation of the school district.
- g) The Superintendent shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the Superintendent's absence.

Line Responsibility

All administrators within the District shall be immediately responsible to the Superintendent. All other employees shall be under the general direction of the Superintendent and immediately responsible to their assigned supervisor, or principal(s) of the building(s) in which they work. Building principals will have direct input towards the daily responsibilities of all employees in their building. Employees not assigned specifically to a building shall be under the direction of their assigned supervisor.

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

Adoption Date – February 10, 2014