

LINES OF RESPONSIBILITY

The superintendent shall establish lines of authority and lines of responsibility wherein each employee can identify his position.

The following principles shall govern the administrative operation of the school district under the superintendent:

1. Employees in the school district, except the treasurer, shall be responsible to the Board through the superintendent.
2. Responsibility shall flow simply and clearly from students through teachers, principals and the superintendent to the Board.
3. Each member of the staff shall be told to whom he/she is responsible and for what function.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.
5. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.
6. Each staff member shall be told to whom he/she can go for assistance in working out his/her own functions in the school system.
7. All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.
8. Administrative officers shall refer such matters to the next higher authority when necessary.
9. 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.

The Board values the interchange of ideas among the staff. Therefore, the establishment of lines of responsibility shall facilitate the open flow of ideas and assistance among personnel at every level.

Matters regarding the management of the school district or within a school first shall be discussed with the administrator immediately in charge of the area or program and may be brought to the Board only after the matters have been reported to the superintendent.

Adopted by Board: May 29, 1980