

# POLICY

2019

4210

1 of 1

ADMINISTRATION

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## **SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION**

The District administration will be organized in a manner assuring that the schools will be able to effectively carry out programs and respond to any new programs demanded by system need and/or opportunities.

The basic principles of Administrative Organization and Operation are:

- a) The legal authority of the Board will be transmitted through the Superintendent to other positions through the approved organizational structure.
- b) The working relationships shall involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer 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.
- c) The Board of Education shall formulate and legislate educational policy.
- d) Administrative regulations shall be developed by the Superintendent in cooperation with administrative staff and school personnel.
- e) The central office staff shall provide overall leadership and assistance in planning and research.
- 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.

Adopted: 1/27/97  
Revised and  
Adopted: 7/11/19