

# POLICY

2019

4211

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ADMINISTRATION

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**SUBJECT: LINES OF RESPONSIBILITY**

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

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 and overall operations.
2. Responsibility shall flow from the Board of Education, to the Superintendent, to Building Principals and Supervisors, to instructional and non-instructional staff.
3. Principals will work with the Superintendent in overall management of both instructional and non-instructional services. Principals will work directly with the Superintendent in selecting and evaluating professional personnel and in administering personnel policies.
4. Instructional and non-instructional services provided by special personnel in each school will be administered in a manner determined by classroom teachers and the Principals of each school in consultation with special personnel.
5. Non-instructional staff assigned to a building shall be under the joint direction of their staff supervisor and of the appropriate Building Principal.
6. Central office personnel will be available to discuss any problems which may arise with persons who work in more than one school.
7. Each member of the staff shall be informed as to whom he/she is responsible and for what functions.
8. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
9. Each staff member shall be informed as to whom he/she can appeal in case of disagreement with an immediate superior.
10. Each staff member shall be informed as to whom he/she should report to for help in carrying out his/her functions.

# POLICY

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2 of 2

ADMINISTRATION

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## Line of Responsibility

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

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.

The Board will review all major additions to or deletions from the existing instructional or non-instructional programs before implementation.

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

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