

AdministrationLine of Responsibility

The board of education desires the superintendent to establish clear understanding on the part of all personnel of the working relationships in the school system.

Lines of direct authority shall be those approved by the board and shown on district organization charts.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Additionally, lines of authority do not restrict in any way cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program operations of the school system.

In any organization it is important that the responsibility for decision-making be clearly delineated. This is particularly true if the superintendent, for one reason or another, is unavailable. In these cases, there should be a clear line of administrative succession which designates both responsibility and authority.

The superintendent shall make his/her whereabouts known to the central office staff and the board at all times. If the superintendent leaves the district, he/she shall make every effort to inform others who want or need to know. In case of a bona fide emergency, every effort will be made to notify the superintendent of the situation. If the superintendent is unable to be reached, the responsibility and the authority to act for the district shall fall to the director of personnel/support services or business manager. If for any reason, the director of personnel/support services cannot be reached, the responsibility and the authority to act in behalf of the school system shall fall to the administrative council. (cf. 2221)

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In the event of serious illness or death to the superintendent, the chairperson of the board shall call a special meeting of the board to determine what course the district should take at that time.