

Administrative Operations

The board will determine the policies to guide the decision making process governing all activities of the schools. In setting these policies, it will seek the advice and assistance of the faculty, staff, employees or organizations, and other relevant persons through the superintendent.

The superintendent is responsible to the board for the administration of the schools under applicable laws and the policies of the board. In addition, the superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable the rules and regulations for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the superintendent or their designee is empowered to make the decision they deem best, later reporting to the board.

Each employee and pupil is responsible for following the approved policies and regulations.

The board also requires the superintendent to organize the staff so all clearly understand the functions of each and of the relationship between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation. All groups shall be given specific responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrative officer concerned and, where appropriate, by the board.

The superintendent shall balance responsibility with commensurate authority subject to the reserve and legal powers of the board. This means that a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

Line of Responsibility

The superintendent in administering this policy shall be guided by the knowledge that the board values the freest possible interchange of ideas outside the established framework of direct responsibility. Nothing provided herein is intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

General Operations

1. Each school shall be encouraged to recommend the educational program most appropriate for the students.
2. Some arrangement shall be made to provide specific responsibility for overseeing the pattern and sequence of educational experiences of children from kindergarten through grade twelve.

3. Responsibility shall flow simply and clearly from students through teachers, principals, and the superintendent to the board.
4. Each member of the staff shall be told to whom they are responsible and for what functions.
5. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
6. Each member of the staff shall be told to whom they can appeal in case of disagreement with the person to whom he/she is responsible.
7. Each staff member shall be told to whom they can go to for help in working out their own functions in the school system.

Line of Responsibility

Each employee in the school system shall be responsible to the board through the superintendent.

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 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.

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