

ADMINISTRATIVE ORGANIZATION

BK
(REGULATION)

The Superintendent is responsible for the effective planning and management of District administration. Through human resource management District staff will be organized in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.

DEFINITION OF
REORGANIZATION

1. For the purpose of this regulation, reorganization is defined as a change in positions due to:
 - A change, elimination, or addition of a function within a department or school; or
 - A change in the role, responsibility, qualification, or skill level of a significant number of employees within a department or within a category of employees.

PROCEDURES

2. Procedures for reorganization of a department or school are as follows:
 - a. After the department supervisor or school principal recognizes a need to reorganize, the proposed reorganization must be submitted to the Superintendent for approval through the appropriate direct report to the Superintendent.
 - b. Upon approval of the reorganization by the Superintendent, the responsible direct report to the Superintendent will coordinate with Human Resources to develop an implementation plan, including but not limited to:
 1. Development or revisions to job descriptions.
 2. Classification of position.
 3. Posting and advertising of a new position, if applicable.
 4. Salary changes. (Any salary change will be implemented according to the current NISD Compensation Manual.)

LINES OF AUTHORITY

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

It is expected that the established lines of authority will serve most purposes. All personnel shall have the right to appeal any decision made by an administrative officer through complaint procedures established by Board policy. [See DGBA (LOCAL)]

Additionally, lines of authority shall not restrict in any way the cooperative, sensible working relationships of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority (EXHIBIT A) 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 programs and operations of the District.

MAINTENANCE
RESPONSIBILITY

The Executive Director for Human Resources is responsible for maintenance of this regulation.