

Line of Responsibility

Each employee in the District, except the clerk, treasurer, auditor, and counsel, shall be responsible to the Board through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

All classroom teachers, all special instructional personnel, and all special non-instructional personnel in each school will be primarily responsible to the administrators of that school. Special personnel who work in more than one school will be responsible to the administrators of the school in which they are working at a particular time. Appropriate central office administrators will be available to discuss any problems which may arise with persons who work in more than one school.

Administrators will be responsible to the Superintendent. Administrators will work closely with the superintendent in the overall management of both instructional and non-instructional services and will work directly with the Superintendent in selecting and evaluating professional personnel and in administering personnel policies.

Non-certified employees will be responsible to the Superintendent.

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