

### **Organizational Units and Structural Relationships**

Good administrative practice dictates that only one person should be held responsible for the operation of an organization whether it is a business, an industry, or a school. In the case of the school it is the Superintendent who should be provided with competent help and should then delegate authority commensurate with the responsibility the position demands. The Superintendent and School Board can delegate authority but they must always, at least, share responsibility. Personnel can operate effectively only to the extent that general organization permits.

The major reasons for preparation of written administrative job qualifications and descriptions are:

1. To better articulate and plan for a thirteen-year educational program;
2. To define more clearly the lines of authority in each position;
3. To define areas of responsibility for each position and between positions;
4. To better coordinate day-to-day and future activity;
5. To better provide for more positive constructive control of the total school program.

The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the Board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision making processes.

The Superintendent will be responsible for keeping the administrative structure of the school district up-to-date with the changes in goals, curriculum, instructional arrangements, school services, and will recommend revisions in the structure as necessary to the Board.

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