



SOUTH WASHINGTON COUNTY SCHOOLS  
Independent School District 833  
7362 East Point Douglas Rd S.  
Cottage Grove, MN 55016  
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## **301.1 ADMINISTRATIVE ORGANIZATIONAL PLAN**

### **I. PURPOSE**

The legal authority of the School Board is transmitted through the Superintendent along specific paths, from person to person, as shown by an organizational chart for the school district. The lines of authority in the organizational chart represent direction of authority and responsibility and are at the discretion of the Superintendent.

### **II. GENERAL STATEMENT OF POLICY**

The school district shall have an up-to-date administrative organizational chart in the Superintendent's office and it shall be available upon request.

The School Board requests the Superintendent have a clear understanding of these administrative positions and their working relationships in the school system.

Personnel shall be expected to refer matters requiring action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher authority when necessary. Additionally, all personnel are expected to keep the person to whom they report of their activities by whatever means the person in charge deems appropriate. The established lines of authority represent direction of authority and responsibility – when the staff is working together, this will provide for a two-way flow of ideas to improve the program and operations of the school system.

**POLICY ADOPTED:** December 14, 2006

**POLICY REVISED:** November 18, 2010, April 23, 2015, January 21, 2021