

4210	Administrative Organization and Operation
-------------	--

The basic principles of Administrative Organization and Operation are:

- a. The working relationships shall involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from Superintendent to Building Principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- b. The Board of Education shall formulate and legislate educational policy.
- c. Administrative procedures shall be developed by the Superintendent with support from related administrative leaders from affected departments.
- d. The Central Office staff shall provide overall leadership and assistance in planning and research.
- e. There shall be full opportunity for complete freedom of communication between all levels in the school staff.

Line Responsibility

All employees of the District shall be under the general direction of the Superintendent. Teachers shall be immediately responsible to the Principal of the building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work directly.

The lines of responsibility/reporting shall be as depicted on the organizational chart.

Adoption Date: 07/10/2019