

Administration

ORGANIZATION CHART LINES OF RESPONSIBILITY

The Superintendent shall organize the administrative staff in a manner that best supports the educational program through efficient operations, effective communications, and direct assistance to schools and shall maintain a current district organization chart approved by the Governing Board. The organization chart shall clearly designate lines of primary responsibility and the relationships between all district positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools.

The Superintendent or designee shall ensure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible school programs and services.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

(cf. 2120 - Superintendent of Schools)

(cf. 2210 - Administrative Leeway in Absence of Board Policy)

(cf. 2250 - Teacher-in-Charge/Principal's Designee)

(cf. 4119.3 - Duties of Personnel) (cf. 4144 - Grievances/Complaints)

(cf. 4300 - Management, Supervisory and Confidential Personnel)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Policy Adopted: July 5, 1990

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