

Administration

Administration Staff Organization and Lines of Responsibilities

The administrative staff of The Woodstock Academy is a directing force that ensures the achievement of educational excellence as encouraged and expected by the Board of Trustees.

As each employee of The Academy is responsible to the Board of Trustees through the Head of School, the Head of School shall organize the administrative staff and create lines of responsibility that align with the vision and intent of the Board of Trustees.

Accordingly, The Academy's lines of responsibility shall be structured to:

1. Develop educational programs, processes, and systems that support and inspire The Academy's students.
2. Clarify the roles and responsibilities of each member of The Academy, from students through teachers, administrators, and the Head of School to the Board of Trustees.
3. Assign, wherever practical, each member of the staff to only one immediate supervisor for any one function.
4. Inform each staff member whom they can contact for mentorship and professional development.
5. Keep each staff member informed of the policies, programs, and growth of The Academy.
6. Retain the right of all employees of The Academy to appeal any decision made by their supervisor to the next higher authority and through appropriate successive steps to the Board, excepting only those matters of termination of employees who serve at the pleasure of the Head of School and those situations governed specifically by contract language.

In developing lines of responsibility, the Head of School shall have the necessary freedom to revise The Academy's organizational chart. However, the Board of Trustees must approve eliminating or creating new administrative positions and/or major changes in job/staff responsibilities. The Board of Trustees shall approve an administrative organization and structure chart each year.

Policies 2100 and 2121 were Adopted on August 25, 1992

Policies 2100 and 2121 were Deleted and then Combined into 2100.5 on October 17, 2023

The Woodstock Academy
Woodstock, Connecticut