

ADMINISTRATIVE ORGANIZATION PLAN

The Superintendent in administering this policy shall be guided by the knowledge that the Board values, as pre-eminently desirable in the schools of the District, the freest possible interchange of ideas outside the established framework of direct responsibility. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among the personnel at every level.

General Operations

The following principles shall govern the administrative operation of the school system:

- A. Each school shall be encouraged to work out the educational program most appropriate for the students attending that school within the guidelines of the District.
- B. The Office of the Superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from Kindergarten through grade 12.
- C. Responsibility shall flow simply and clearly from students through teachers, principals, and the Superintendent to the Board of Directors.
- D. Each member of the staff shall be told to whom he/she is responsible and for what functions.
- E. Whenever possible, each member of the staff shall be made responsible to only one (1) immediate superior for only one (1) function.
- F. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.
- G. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the school program.

Line of Responsibility

Each employee in the District shall be responsible to the Board of Directors through the Superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board of Directors.

Adopted: September 1978

Reviewed: December 1994  
Reviewed: January 29, 2009

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