

ADMINISTRATIVE ORGANIZATION

Administrative duties, assignments and positions are to be assessed in terms of contributions to the continual improvement of education within the school district. The Superintendent of Schools, as chief executive officer, is to provide leadership to support this goal.

The district's administrative organization shall be designed so that all schools and other organizational units are part of a single system functioning according to Board of Education policies and administrative regulations. Principals and other administrators are expected to administer their units in accordance with these concepts and the Superintendent's directions.

The Superintendent, each principal and all other administrators shall have the authority and responsibility as defined by job descriptions and other documents to carry out their specified duties. Each administrator shall likewise be accountable for the effectiveness with which they perform their duties and the results they obtain. The Board shall be responsible for stating clear expectations for the Superintendent and holding him/her accountable. In turn, the Superintendent shall be responsible for specifying long and short term performance requirements and assignments for all other administrators, and for holding each accountable through a systematic and results-oriented plan for evaluation.

The basic principles of administrative organization and operation are:

- The Board shall formulate and legislate educational policy.
- Administrative regulations shall be developed by the Superintendent in cooperation with affected or interested staff members or lay persons.
- The central office staff shall provide overall leadership and assistance in planning and research.
- Areas of responsibility for each individual shall be clearly defined.
- There shall be full opportunity for complete freedom of communication between all levels in the school staff.
- An organizational chart shall be maintained as a quick visual reference, and to depict lines of responsibility/reporting.

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