

## ADMINISTRATIVE ORGANIZATION PLAN

The legal authority of the Board shall be transmitted through the superintendent along specific paths from person to person as shown in the Board approved organizational chart of the district.

The lines of authority on the chart shall represent direction of authority and responsibility.

The superintendent may have freedom to reorganize lines of authority and revise the organizational chart, eliminating and creating positions, subject to Board approval. The Board expects the superintendent to keep the administrative structure in line with the needs for supervision and accountability throughout the school system.

All personnel of the district shall be responsible to the Board and report to the Board through the superintendent.

Established lines of authority and responsibility shall be used for all requests seeking action, for reports and official communications. Personnel are expected to refer matters requiring administrative or Board action to their immediate supervisor. The supervisor shall refer such matters to the next higher administrative authority, with the superintendent referring such matters as necessary to the Board.

Adherence to lines of authority and responsibility is essential for good communication and effective administration. However, such lines are not intended to interrupt the free and open flow of ideas and assistance among all personnel.

Neither are lines of authority intended to prevent the Board from hearing any complaint or grievance an employee may have. Rather they provide opportunities for problems to be resolved at the lowest level possible.

Adopted:       October 4, 1994