

## 251 ORGANIZATION FOR ADMINISTRATIVE PURPOSES

The administrative organization of the district shall be considered as an orderly means of achieving an effective instructional program. The Board of Education shall serve as the district's governing body and all activities shall be under the direction of the Superintendent. Each District employee is responsible to the Board through the Superintendent.

The central office administrative staff is responsible for overall educational leadership and for coordinating the educational program within Board policy. All district-wide services emanate from the central office. All official district-wide committees, councils and coordinating groups shall be based in the central office. The line of authority from the central office to the schools is through the Superintendent, his/her designated representative(s) and building principals.

Each principal is responsible for his/her building. Principals are directly responsible to central office personnel. All full or part-time personnel, including classroom teachers, art, music and physical education traveling teachers, other instructional personnel, and other non-instructional personnel are responsible to the principal. Special personnel who work in more than one school will be responsible to the principal of the school in which they are working at a particular time. All contacts with all personnel are to be made through the principal's office.

Classroom teachers and building principals, in consultation with special personnel, shall determine the manner in which special personnel shall provide instructional and non-instructional services to students. Students will be primarily responsible to classroom teachers.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the issue arises. Administrative officers shall refer such matters to the next higher authority when necessary. Appropriate office personnel will be available in the Superintendent's office to discuss any problems which may arise with persons who work in more than one school.

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 Education.

APPROVED November 11, 1974

REVISED: May 9, 1977  
January 13, 1997  
December 11, 2000