

Administration

NEW**SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION**

The basic principles of Administrative Organization and Operation are:

- a) The working relationships will involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to building principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinative or consultant people.
- b) The Board will formulate and legislate educational policy.
- c) Administrative regulations will be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff will provide overall leadership and assistance in planning and research.
- e) A reasonable limit will be placed upon the number of persons with whom an administrator will be expected to work effectively.
- f) Areas of responsibility for each individual will be clearly defined.
- g) There will be full opportunity for complete freedom of communication between all levels in the school staff.

Line Responsibility

All employees of the District will be under the general direction of the Superintendent. Teachers will be immediately responsible to the principal of the building in which they work. Other employees will be immediately responsible to the administrative personnel under whom they work directly.

Adopted: 1988
Revised:

POLICY

1988

4200

Administration

OLD MOVED TO 4210 DELETE

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation are:

- a) The working relationships shall involve two types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to building principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinative or consultant people.
- b) The Board shall formulate and legislate educational policy.
- c) Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d) The central office staff shall provide overall leadership and assistance in planning and research.
- e) A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
- f) Areas of responsibility for each individual shall be clearly defined.
- g) There shall be full opportunity for complete freedom of communication between all levels in the school staff.

Adopted: 1988