

Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Organization Chart
Number	008
Status	draft
Adopted	May 28, 2013
Last Revised	March 24, 2014

Purpose

The purpose of the administrative organization of the district is to provide an effective program of instruction for students and efficient operation of the district.

Authority

The general administrative organization of the district shall be the single executive type, with the Board as the governing body and with all activities under the direction of the Superintendent.

Responsibility

An organization chart for the district shall be prepared by the Superintendent and approved by the Board to designate clearly the relationships of all employees within the district organization. The organization chart shall be kept up-to-date, and changes shall be approved by the Board.

All administrative staff members are accountable for their actions to the person above them on the organization chart. This chart should be followed for all concerns unless otherwise directed by the Superintendent. Some classifications are covered under more than one (1) administrator or supervisor; employees shall refer to the Board-approved job descriptions for a complete list of reporting requirements.

Each employee in the district is accountable and responsible to the Board through the Superintendent.

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Last Modified by Janet Nahay on January 9, 2018

