

## **LINE IN STAFF RELATIONSHIPS**

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and procedures.

In accordance with the policy of the board of education, the following shall govern line in staff relations:

### Line Relationships

#### **1.** General

A. Each employee in the district shall be responsible to the board of education through the superintendent of schools and the employee's immediate supervisor.

B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.

C. In the absence of the superintendent, the superintendent shall have established clear lines of authority.

D. All employees are expected to refer matters requiring administrative action to their immediate administrative supervisor. The administrator shall refer such matters to the next higher administrative authority when necessary.

E. All employees are expected to keep their supervisors informed of their activities by whatever means the supervisor deems appropriate.

#### **2.** Leadership Team

The board supports the concept and application of team leadership in the administration of this school district. The superintendent shall lead, determine structure, and designate membership for the total

leadership team. The team is responsible to the superintendent who, in turn, is responsible to the board of education.

**3.** Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

- Counselors
- All teachers, including specialized teachers

**4.** Operational (Support Services)

A. Persons serving in the following positions will report directly to the superintendent of schools:

- Director of Technology
- Director of Transportation
- Assistant Superintendent
- Building Maintenance Staff
- Grounds Staff
- Food Services Director

B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:

- Secretaries
- Teacher's Aides
- Custodians
- Cafeteria Workers

**Staff Relationships**

**1.** Instructional

A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the building principals and other administrative-supervisory personnel and between the principals and their

respective staffs in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff are more important than the organizational structure.

B. A cooperative advisory relationship shall be maintained between the following:

Building principals

The principal and instructional and curriculum specialists

C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, a regional service center, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

**2.** Operational Staff (Support Services)

A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.

B. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.