

**ADMINISTRATIVE OPERATIONS**

**SUBJECT: Administrative Staff Organization**

Many educational decisions are group decisions, but there are times when it is necessary to have defined lines of authority and responsibility. Functions and positions charts have been developed for this purpose.

Functions to be carried out by the Board of Education and Education Center personnel remain much the same from year-to-year and should be stated as District Policies.

Position titles and lines of responsibility change frequently as there are changes in needs and job assignments. Position charts are documented as administrative procedures.

It is the intent of the Board that position charts be updated periodically to reflect changes, and that all employees be advised of the name and title of their primary supervisor

The Superintendent shall organize the administrative staff in a manner which best enables the district to provide an effective program of instruction.

Authority originates with the publicly elected Governing Board. Through the Superintendent, authority and responsibility are delegated to the administrators and staff.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently to accommodate the workload and/or individual capabilities.