

## Administration

**SUBJECT: LINES OF RESPONSIBILITY AND REPORTING**

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

- a) The Administrative Council, School Business Administrator, Director of Pupil Services, Director of Special Services, and Director of Health and Physical Education and Interscholastic Sports, report directly to the Superintendent of Schools.
- b) Elementary and secondary administrators report directly to the Superintendent of Schools.
- c) Coordinators and apprentices report to administrators as it effects their operation.
- d) Department chairpeople and the High School Assistant Principal report to the appropriate secondary administrators.
- e) All classroom teachers have first responsibility to elementary and secondary administrators and secondary responsibility to department chairpeople, coordinators, or directors of their respective programs or departments.

The Board of Education is emphatic in that nothing in the preceding material is to be construed as precluding the first line responsibility of the building principals for the quality of the performance of all persons working in any capacity whatsoever within the respective buildings. The Board of Education emphasizes, also, that nothing in the preceding material is to be construed as negating the ultimate responsibility of the Superintendent of Schools for every aspect of the school program.

The lines of responsibility/reporting shall be as depicted on the organizational chart. (#4212).

Adopted: 2/13/01

Reviewed: 3/22/06-no changes