

## Personnel

**SUBJECT: NON-INSTRUCTIONAL PERSONNEL - LINE OF RESPONSIBILITY**

Non-instructional personnel will be responsible to their immediate supervisor as follows:

Custodians: Primary responsibility will be to the Building Principal or to the Senior Custodian in buildings where a Senior Custodian is assigned. The Senior Custodian will, in turn, be responsible to the Building Principal. Secondary responsibility will be to Supervisor of Buildings and Grounds.

Maintenance Mechanics: Responsible to Supervisor of Buildings and Grounds.

Bus Drivers: Primary responsibility to Transportation Supervisor; Secondary responsibility to bus dispatcher.

Mechanics: Responsible to head mechanic who is in turn responsible to transportation supervisor.

Cafeteria: Primary responsibility to School Lunch Manager; Secondary responsibility to Building Principal.

Clerical: Responsible to administrator to whom assigned.

Adopted: 2/13/01

Reviewed: 1/22/07-no changes