

ADMINISTRATIVE ORGANIZATION AND OPERATION

1. The basic principles of Administrative Organization and Operation are:
 - a. The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from Superintendent to Building Principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
 - b. The Board of Education shall formulate and legislate educational policy.
 - c. Administrative regulations shall be developed by the Superintendent in cooperation with affected or interested staff members or lay persons.
2. Line Responsibility:
 - a. Each employee in the school system shall be responsible to the Board through the Superintendent.
 - b. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.
 - c. Administrative officers shall refer such matters to the next higher authority when deemed necessary.
 - d. All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board.
3. The Central Office staff shall provide overall leadership and assistance in planning and research including but not limited to development of Strategic Plan.
4. A reasonable limit shall be placed upon the number of persons with whom an administrator shall be expected to work effectively.
5. Areas of responsibility for each individual shall be defined including but not limited to those responsibilities delineated in the NYS Education Law.
6. There shall be full opportunity for complete freedom of communication between all levels in the school staff.

Cross Ref: 4211 Organizational Chart

Adoption Date: February 11, 2014