

Policy

LINE OF RESPONSIBILITY

The board of education shall operate under a (unit, dual) control system headed by the Superintendent.

The authority of the board of education is transmitted through the Superintendent along specific paths from person to person as shown in the organization chart of the school district. The lines of authority represent direction of authority and responsibility. The lines are those approved by the board of education and are intended to establish clear understanding on the part of all personnel of the working relationships in the school system.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. Personnel are expected to keep the person to whom they are immediately responsible informed of their activities by appropriate means.

**Date:**            **Reviewed: December 15, 1999; December 15, 2010**  
                      **Readopted: December 15, 1999; February 16, 2011**

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Unit Control, Dual Control, Line of Authority, Organization Chart

Legal References

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**Other Reasons:**

"Unit control" means that the Superintendent is the chief executive officer and supervises all functions of the district, including financial. "Dual control" means that the Superintendent and the board secretary/business official supervise separate functions, and both report directly to the board.

Since the Superintendent Tenure Law of 1991, only districts with Superintendents tenured prior to that law can maintain dual control. When a tenured Superintendent is replaced by a non-tenured Superintendent, the district automatically becomes unit control.

**Recommendation:**

A policy that defines the district as unit or dual control and sets out general lines of authority and responsibility.

The organization chart may be included as an exhibit.

<b><u>Legal References:</u></b>	<p><u>N.J.S.A.</u> 18A:11-1  <u>N.J.S.A.</u> 18A:17-5                  through -14.3  <u>N.J.S.A.</u> 18A:17-15                  through -23  <u>N.J.S.A.</u> 18A:17-24.1 <u>et seq.</u>  <u>N.J.S.A.</u> 18A:54-20  <u>N.J.A.C.</u> 6A:9-12.3  <u>N.J.A.C.</u> 6A:9-12.4  <u>N.J.A.C.</u> 6A:9-12.7  <u>N.J.A.C.</u> 6A:32-2.1</p>	<p>General mandatory powers and duties                  Secretaries, Assistant Secretaries and School Business Administrators                  Superintendents and Assistant Superintendent of Schools                  Shared Administrators, Superintendents                  Powers of board (county vocational schools)                  Authorization                  School administrator                  School business administrator                  Definitions (Superintendent)</p>
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**Possible**

<b><u>Cross References:</u></b>	<p>*1312                  2100                  *2131                  *2210</p>	<p>Community complaints and inquiries                  Administrative staff organization                  Superintendent                  Administrative leeway in absence of board policy</p>
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Possible

Cross References (continued)

*3000/3010	Concepts and roles in business and non-instructional operations; goals and objectives
9123	Appointment of board secretary
*9313	Formulation, adoption, amendment of administrative regulations

\*Indicates policy is included in the Critical Policy Reference Manual.