LINE AND STAFF RELATIONS

Each employee in the district is responsible to the Board through the Superintendent of Schools. All personnel shall refer matters requiring administrative action immediately in charge of the area in which the problem arises. Failure to resolve should cause the issue to be referred to the next higher authority. In the event an issue is taken directly to anyone other than the lowest responsible person the administrator involved is expected to advise those subordinate individuals.

A director is generally the executive head of an operational activity of the district with responsibility to supervise and evaluate programs and personnel. It may be a full time or a part time position.

A coordinator generally exercises authority over others at the discretion of the building administrator as the building administrator retains accountability for the quality of the program. Coordinators assist in program evaluation, but do not evaluate personnel.

A department head is generally assigned responsibility to coordinate the programs and tasks of others with similar assignments and to assess competence of personnel in the performance of instructional tasks.

The line and staff chart (CCB – E) reflects the organization of personnel taking into account the realities of working relationships between and among school personnel.