

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 251 - ORGANIZATIONAL STRUCTURE**

- A. The Organizational Chart (Exhibit 1) outlines the appropriate administrator to which personnel should report. It is not intended to give specifics on program responsibility. It is important to note there may be shared or cooperative responsibilities with certain personnel.
1. Director of Business Services, Director of Teaching and Learning, Director of Pupil Services, Building Principals, and Administrative Assistant – Human Resources will report to the District Administrator and will be evaluated by the District Administrator. Directors will provide direction for the programs they are responsible for to the Building Principals.
  2. Associate Principals and Instructional/Deans of Students are evaluated by the Building Principal and will report to the Building Principal. Associate Principals and Instructional/Deans of Students can assist the Building Principals in performing evaluations of Certified Staff.
  3. Building Principals are responsible for the evaluation of Certified Staff, day-to-day operations of buildings, and general maintenance.
    - a. Special Education staff will report to the building principal on matters associated with day-to-day operations of the building. The Building Principal will provide the final evaluation with input from the Director of Pupil Services.
  4. Support staff personnel will be evaluated by the director and/or building principal responsible for that position.
  5. Bus drivers report to the Transportation Supervisor and will be evaluated by the Transportation Supervisor with review and approval of the Director of Business Services.
  6. Final decisions for all employees on such items as emergency days, sick days, leaves of absence, personal days, comp time, etc., are made at the District office.

ADOPTION DATE: March 13, 2000

REVISION DATE(S): November 14, 2005; September 8, 2008; October 9, 2017

REVIEW DATE(S):

CROSS-REFERENCE: Policy 251 Organizational Structure  
Exhibit 1 Organizational Chart

LEGAL REFERENCE: