

**ORGANIZATIONAL STRUCTURE**

**POLICY STATEMENT**

- A. The Board is responsible for the operation of the District schools.
- B. It is the primary responsibility of the Board to legislate policies which provide guidelines for the personnel employed by the Board. The execution of Board policies is the responsibility of the District Administrator, who is given authority to administer policies of the District and is responsible to the Board for results.
- C. Good professional relations are contingent upon a clear understanding of relative functions and working relationships among the professional and support staff employed by the District. An organizational chart shall be established to identify line and staff relationships.

**POLICY PROCEDURE**

- 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. Assistant Principals are evaluated by the Building Principal and will report to the Building Principal. Assistant Principals 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. Employees in Classifications Secretary I, Secretary II, Secretary III, Library Aides, ELL Tutors, Regular Education Paraeducators, and Special Education Paraeducators will report to their respective Building Principal/Director and be evaluated by the same.
  - 5. System Engineer, Transportation Supervisor, Bus Mechanics, and employees in Classifications District Bookkeeper, Accounts Payable/Payroll Positions, Crossing Guard, Maintenance and/or Asbestos Workers, Head Custodians, Custodians, Grounds Workers, and Drivers, will report to the Director of Business Services and will be evaluated by the Director of Business Services with input from Building Principals when appropriate.

6. Employees in Classifications Cooks and Bakers, Lunch and Ala Carte Servers & Kitchen Help, and Food Service Bookkeeper will report to the Food Service Manager and will be evaluated by the Food Service Manager with review and approval of the Director of Business Services.
7. 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.
8. 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.

LEGAL REFERENCE:

CROSS REFERENCE: Exhibit 1, Organizational Chart