

General School Administration

Line and Staff Relations

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

Chain of Command for Parents/Guardians Concerning Education

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Chain of Command for Parents/Guardians Concerning Athletics

1. Coach
2. Athletic Director(s)
3. Principal
4. Superintendent
5. Board of Education

Chain of Command for Staff

1. Immediate Supervisor
2. Superintendent
3. Board of Education

Chain of Command for Union Representatives

1. Superintendent
2. Board of Education

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.