

## **LINE IN STAFF RELATIONS**

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and/or administrative regulations and procedures.

Lines of administrative and supervisory authority between central office staff and the principal shall be clearly defined and shall give principals the responsibility for initiating appropriate changes to meet the needs of the students. The principal shall be involved in the selection, assessment, evaluation, retention, and promotion of all personnel assigned to the school. In working with faculty, staff, or students in the school, central office and other supplementary personnel shall coordinate their activities through the principal.

In accordance with the policy of the board of education, the following regulations shall govern line in staff relations:

### Line Relationships

#### 1. General

- A. Each employee in the district shall be responsible to the board of education through the superintendent of schools and the employee's immediate supervisor.
- B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- C. In the absence of the superintendent, the superintendent shall have established clear lines of authority.

#### 2. Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

- Assistant principal
- Counselors
- All teachers, including specialized teachers

#### 3. Operational (Support Services)

Persons serving in support services will report to the manager listed in the job description for the position.