

ADMINISTRATIVE ORGANIZATIONAL PLAN

The legal authority of the Board is to be transmitted through the Superintendent along specific paths from person to person as shown by the organizational chart for the district. (Code 310.040) The lines of authority in the chart represent direction of authority and responsibility. This chart shall be submitted to the Board for approval and shall be regarded as visual representations of policy.

The Board desires the Superintendent to establish clear understandings on the part of all personnel of the working relationship in the school system.

Lines of direct authority shall be those approved by the Board of Directors and shown on the district's organizational chart.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes, but all personnel shall have the right to appeal any decision made by an administrative officer through the established line of authority to the next level of authority.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working relationship of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

LEGAL REFERENCE: Iowa Code §§ 279.8 (2003).

CROSS REFERENCE: Board Policy 310.040

DATE OF ADOPTION January 14, 1981

DATE OF REVIEW: December 17, 2007

DATE OF REVISION: