LINE AND STAFF RELATIONSHIPS

Need, Question, Issue
What is meant by lines of authority or responsibility? What is a staff relationship? How do these relationships affect working relationships?

POLICY STATEMENT

Lines of authority and responsibility (line relationships) are necessary so that all district staff clearly know to whom they are responsible and under whose direction or authority they work. These lines are not meant to restrict cooperative working relationships and/or communications between staff persons; they are intended to help each staff person know how to work more effectively with others if everyone's authority and responsibilities are clearly known.

The Superintendent shall be directed to clearly establish a system of line and staff relationships that foster the development of the best possible school programs and services.

Rules and Procedures

A. The Superintendent will develop and implement a line and staff system as outlined under Rules and Procedures in Policy #3005.

B. District office administrators will be responsible for districtwide leadership, coordination and leadership activities.

C. All district staff will be expected to refer matters requiring administrative action to the supervisor to whom they are responsible.

D. All district staff are expected to keep their immediate supervisor informed of their activities.

E. The principal of each school is the responsible administrator in the building. All personnel, certificated or non-certificated, who work part or full time in a building are responsible to the building principal.
F. All staff members have the right to appeal decisions made by supervisory or administrative personnel to the next highest authority level.

G. Staff relationships (cooperative working relationships without line authority) are to be encouraged.

Adopted 3-24-77

Revised
Reviewed: 10/97, 10/99