

Adopted: 01/12/2015

Centennial School District Policy #397
REPLACES POLICY #3008

Revised: _____

397 LINE OF AUTHORITY AND STAFF RELATIONSHIPS

I. PURPOSE

The purpose of this policy is to establish that 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.

II. GENERAL STATEMENT OF POLICY

The superintendent shall clearly establish a system of lines of authority and staff relationships that foster the development of the best possible school programs and services.

- A. The superintendent will develop and implement line of authority and staff relationship systems under the district's Organizational Chart.
- 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 their supervisors.
- D. All district staff are expected to keep their immediate supervisors informed of their activities.
- E. The principal of each school is the responsible administrator in the building. All personnel, whether certificated or non-certificated, who work part-time 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. Cooperative staff working relationships are encouraged.

Legal References:

Cross References: