

Administration**ORGANIZATION CHART/LINES OF RESPONSIBILITY**

The Superintendent shall maintain a current district organization chart approved by the Governing Board. The organization chart shall clearly designate lines of primary responsibility and the relationships among all district positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools.

The Superintendent or designee shall insure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from cooperating to develop the best possible school programs and services.

(cf. 2120 – Superintendent of Schools)

(cf. 2210 – Administrative Leeway in Absence of Board Policy)

(cf. 4119.3 – Duties of Personnel)

(cf. 4144 – Grievances/Complaints)

Lines of Responsibility

The Board directs the Superintendent to develop a mechanism designed to give all personnel a clear understanding of the working relationships in the school system.

Lines of direct authority shall be structured in the following manner:

1. Responsibility shall flow simply from the Board, through the Superintendent, administrators and teachers, to the students of the district.
2. Personnel shall be told to whom they are responsible and for what functions. Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator may refer such matters to the next higher administrative authority when necessary.
3. Personnel shall be told to whom they can go for help in working out their functions in the district program.

Personnel shall keep their immediate supervisors informed of their activities.

4. All personnel shall have the right to appeal any decision made by an administrator through complaint procedures established by the Board or grievance procedures found in current negotiated employee contracts, as appropriate.
5. Lines of authority shall be meant to encourage the cooperation of all staff members at all levels to develop the best possible school programs and services.

*Legal Reference:**EDUCATION CODE*

35010 Control of district; prescription and enforcement of rules

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

35160 Authority of governing boards

35160.1 Board authority of school districts

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WEST SONOMA COUNTY UHSD
Sebastopol, California