

## **General School Administration**

### **Chain of Command**

The Executive Director shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in highly unusual situations.

All personnel should refer matters requiring administrative action to the appropriate responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. Where this is not possible, the division of responsibility must be clear.

CROSS REF.:           1:20 (District Organization, Operations, and Cooperative Agreements),  
                              2:140 (Communications To and From the Board), 3:70 (Succession of  
                              Authority), 8:110 (Public Suggestions and Concerns)

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