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GENERAL SCHOOL ADMINISTRATION REGULATIONS

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CC-R Administration Organization Plan

## ADMINISTRATIVE ORGANIZATION PLAN

### **Lines of Responsibility**

The Board of Control values the free interchange of ideas between the staff and the administration. The following principles shall govern the administrative operation of the school system:

1. Communications shall flow simply and clearly from students through teachers, principals, and the Executive Superintendent to the Board of Control.
2. Each member of the staff shall be told to whom he/she is responsible and for what functions.
3. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
4. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.
5. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the school program.
6. Each employee in the school system shall be responsible to the Board of Control through the Executive Superintendent.
7. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.
8. Administrative officers shall refer such matters to the next higher authority when necessary.
9. All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board of Control.

### **Position Descriptions**

Each position should have a job description defining the limits and responsibilities of such position. The Board of Control shall approve the general scope and establishment of the positions and delegate to the Executive Superintendent the responsibility for specific assignments and duties.

## **Principals**

### A. Appointment and Qualifications

Principals shall be appointed by the Board of Control upon the recommendation of the Executive Superintendent. Persons appointed as principals shall:

1. Meet all requirements of the State Department of Education.
2. Have successfully completed professional education courses on a graduate level in supervision, administration, and curriculum.
3. Have successfully completed professional experience for at least three years as a teacher, administrator, or supervisor. (Some of the three year's experience shall have been on the secondary level for high school principals and on the elementary level for elementary principals).
4. Possess qualities and personal characteristics necessary for working with teachers, parents, children and youth.
5. Be persons of unquestionable morals and integrity.

### B. Term of Employment

Principals are appointed annually with such beginning and ending dates of employment as may be set by the Board of Control upon the recommendation of the Executive Superintendent. The principal shall be employed for a full twelve (12) months employment each year.

## **Assistant Principals**

### A. Appointment and Qualifications

Assistant principals shall be appointed by the Board of Control on the joint recommendation of the principal with whom the individual must work, and the Executive Superintendent. Such recommendations for appointment are to be made through the Board of Control. Persons appointed as assistant principals must meet all requirements of the State Department of Education.

### B. Term of Employment

Assistant principals are appointed annually with such beginning and ending dates of employment as may be set by the Board of Control upon the recommendation of the Superintendent.

### **Conventions, Meetings, and Institutes**

The Board of Control will annually budget for the attendance of the administrative staff to such conventions, conferences, and institutes as are recommended by the Executive Superintendent. The Executive Superintendent may attend all conventions or meetings which may prove beneficial to him and the school division. Administrative staff may attend conferences and conventions after obtaining approval of the Principal or his designee. Reimbursement of reasonable expenses will be made on the basis of submission of a request listing the costs incurred.

### **Staff Members as Outside Consultants**

Staff members who are requested to work as consultants to other school divisions or educational institutions may be permitted to do so with the approval of the Executive Superintendent.

In general, the Board of Control subscribes to the principle that no employee of the Board of Control shall be paid twice for the same work period; therefore, the employee may use leave time with pay, leave without pay or such other leave as, in the judgement of the Executive Superintendent, is in line with this regulation.

Approved by Board of Control: December 1, 2009