

Line and Staff Relations

General Principles of Administrative Operations

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Instructional Program

Students will be primarily responsible to classroom teachers. The instructional and non-instructional services which are provided by special personnel in each school will be brought into the educational program and into the life of each child in a manner determined by the classroom teachers and the Principal of each school in consultation with special service personnel.

All classroom teachers, all special instructional personnel and all special non-instructional personnel in each school will be primarily responsible to the Principal of the school. Special personnel who work in more than one school will be responsible to the Principal of the school in which they are working at a particular time. Appropriate central office personnel will be available to discuss any problems which may arise with persons who work in more than one school.

Principals will be primarily responsible to the Superintendent in the overall administration of the schools. Principals will also work directly with the Superintendent or his/her designee in selecting and evaluating professional personnel and in administering personnel policies.

Each employee in the system shall be responsible to the School Committee through the Superintendent.

Matters requiring administrative action are to be referred to the person immediately in charge of that area or function in which a problem arises.

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