

AP 4300: Administrative Organization Plan

Background:

The legal authority of the Board is delegated through the Superintendent along specific paths from person to person as shown in the organizational chart for the District as a whole, and major divisions in particular.

In establishing administrative plans and procedures, the Superintendent is guided by the knowledge that the District values free interchanges of ideas outside the formal framework of direct responsibility. Nothing in an organizational plan for the District is intended to interrupt the open flow of assistance and creative support among personnel and every level.

Procedures:

1. The organizational chart for the District establishes the framework for administration and lines of authority and responsibility. In its interpretation, the following principles are to be kept in mind:
 - 1.1. Each member of the staff, at whatever level, will be told clearly to whom they are responsible and for what functions;
 - 1.2. Whenever possible, each member of the staff will be made responsible to only one immediate supervisor for any one function;
 - 1.3. Each staff member will be told to whom they can appeal in case of disagreement with an immediate supervisor.
2. The Superintendent may re-organize lines of authority and revise the organizational chart, subject to the elimination and creation of positions. The Superintendent will keep the administrative structure up to date and able to respond to the changing needs of the District.