

Poplar School District

ADMINISTRATION

6121

District Organization

The Superintendent 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 unusual circumstances.

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

If the Superintendent, building principal or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow administrative procedure.

Cross Reference: Administrative Procedure

Policy History:

Adopted on:

Revised on: 11 July 2016