

Administrative Organization

The general purpose of the district administration is to coordinate, supervise and create an environment in which each student can maximize his/her potential. In keeping with this general purpose, the Board provides sufficient authority to each member of the management team to carry out specific assignments in the pursuit of educational excellence. Administrators will be held accountable for the effectiveness with which the administrative assignment is accomplished.

The Board is responsible for clearly specifying the requirements and expectations of the superintendent who will then specify the requirements and expectations of the management team. The Board holds the superintendent accountable for those requirements and expectations.

The team is responsible to the superintendent, who in turn is responsible to the Board.

This interlocking accountability is designed to promote effective leadership and an effective cooperative team work.

The general function of the district's administration is to implement Board policy and operate an effective program of instruction. The administration is granted reasonable discretion in interpreting policy and determining methods and procedures for implementation.

Administration functions shall include, but not be limited to:

1. To advise and provide appropriate information to the Board for its use and consideration in developing and evaluating policy;
2. To develop a budget and provide for means to administer, economically, the business of the district;
3. To interpret state and federal laws and regulations that pertain to the operation of schools with the help of legal counsel and to ensure that the district is operated in a manner consistent with law;
4. To develop short- and long-range plans for the operation of the district that include projections of enrollment, staffing, needed facilities and sites, equipment, maintenance and financial resources;
5. To manage the district's various departments, units and programs;
6. To provide leadership in developing learning programs consistent with educational research and development, arranging for staff development, coordinating curriculum development, implementation and evaluation, and accepting and evaluating ideas for improvement submitted by staff, students, parents and others;
7. To assist the Board in communicating with the patrons of the district, including the dissemination of information and the input of information, suggestions and attitudes from community sources;

8. To carry out the supervisory and evaluative requirements as set forth in state and federal law and regulations and in Board policy.

The superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval of major changes and creation or elimination of positions. The Board expects the superintendent to keep the administrative structure current with the needs for supervision and accountability within the school system.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D.Oregon 1982); aff'd in part, 746 F. 2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Cross Reference(s):

CCA - Organizational Chart
CCB - Line and Staff Relations