

## **ADMINISTRATION**

The Superintendent, as the executive officer of the School Committee, will establish clear lines of authority and communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for effective conduct of school business.

In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by other appropriate groups, the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for establishing an organizational plan for all staff assigned to his/her area of operation.

It is the intent of the School Committee that the district employ qualified personnel to administer the school system effectively and to require the Superintendent to organize all personnel in a manner that will make clear the functions of each position and the relationships among them.