

SALEM SCHOOL DISTRICT  
Salem, Connecticut

ADMINISTRATION

ADMINISTRATIVE STAFF ORGANIZATION

The Superintendent shall organize the staff to achieve the School District's goals as expressed by the Board of Education. The Superintendent shall be the administrator responsible to the Board and shall identify lines of primary authority for all employees. The Superintendent shall identify administrative staff and define their primary roles and responsibilities.

The Superintendent shall establish an Organizational Structure which shall be represented in an Organizational Chart and presented to the Board of Education. The Organizational Chart shall provide an orderly means of achieving District goals and identify lines of primary responsibility for all employees of the School District.

The lines of responsibility shall be structured to enhance:

- The coordination, consistency and delivery of instruction
- The implementation of policy
- Communication of goals and objectives
- Conflict resolution
- Understanding of individual roles and responsibilities as they relate to student, staff and administration

The Organizational Chart shall be kept current. Should there be a change in the philosophy and goals which form the basis for the Organizational Structure the Board shall direct the Superintendent to establish a new chart which reflects those changes.

Should the Board of Education, as a result of temporary constraints, find it necessary to restructure lines of responsibility, it shall request that the Superintendent amend the Organizational Chart in an appropriate manner. The Superintendent shall have the freedom to update the procedure for Policy #2100, subject to Board of Education acknowledgement of major changes or elimination and/or creation of positions. The amended chart shall be presented to the Board of Education.

Policy Adopted: June 9, 1998

Revised Policy 1<sup>st</sup> Reading: April 5, 2010

Revised Policy Adopted: May 3, 2010

Revised Policy 1<sup>st</sup> Reading: October 3, 2011

Revised Policy Approved: November 7, 2011

jlk