

1100 DISTRICT ORGANIZATION

The Board of Education directs the establishment and implementation of an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels. All references to school district administrators in policies or regulations shall be construed to mean that administrator or his/her designee.

All members and employees of this Board are directed to observe faithfully the chain of communications established by the district organizational plan. In general, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. When a resolution cannot be found at that level, remedy may be sought through appropriate resolution and remediation procedures.

The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.

Line and Staff Relations

Each employee in the school system except the Board Secretary, the auditor, the attorney, and the custodian of school funds shall be responsible to the Board of Education through the Superintendent of Schools.

All personnel shall refer matters requiring consideration or administrative action to the administrative officer in charge of the school or area in which the problem arises. Administrative officers, working under Board of Education policy and administrative procedures, are encouraged to solve problems on the operational level or to refer such matters to the next higher authority, if necessary.

The instructional and non-instructional services which are provided by special personnel will be coordinated by their immediate supervisor and Building Principal. All classroom teachers and other instructional personnel will be primarily responsible to the Principal of that school. All aspects of supervision and coordination will follow the Superintendent's organizational chart.

Clarification of Line Responsibilities

Bloomington School District has a School Business Administrator/Board Secretary position.

The Board Secretary has direct line to the school Board, while the School Business Administrator has direct line to the Superintendent.

N.J.S.A. 18:11-1; 18A:27-4

Adopted: 13 July 2009

