

**ADMINISTRATIVE REGULATIONS PERTAINING TO
ADMINISTRATIVE ORGANIZATION**

PURPOSE:

This directive is established to set forth administrative regulations pertaining to the interpretation and implementation of activities and responsibilities as reflected in the Departments Organization Chart recorded in School Committee Policy CCA.

REGULATION DIRECTIVE:

The primary responsibilities of all personnel in the School District are indicated on the Organizational Chart as established in Policy CCA and in each position job description.

1. Job Functions within the Administrative Staff.

- a. The Superintendent shall review the evaluation process with Central Administrators and Principals that will be utilized for with those employees by September 30th and establish clear objectives for the coming year, the means of attainment, and the date of expected completion. The review shall be conducted by July 31st. In turn, all Administrators shall follow the same requirements for all personnel who are directly responsible to them per the Administrative Organizational Chart (CCA).
- b. Each principal shall interpret at least annually to his staff the nature and purpose of the formal organizational working of the district.
- c. Each principal shall be responsible for nurturing appropriate informal communications within his respective school and among the other schools' personnel.
- d. The Superintendent will make every effort to visit each school frequently and maintain communication with personnel.
- e. Principals shall maintain frequent communications with all personnel over whom they have either primary or secondary responsibility and to effectively interpret the district goals and rules and resolve as far as possible all problems at the lowest organizational level.
- f. Principals shall review the job description of each staff member directly responsible to that principal. This review should clarify meanings, develop specific objectives, and serve as a useful vehicle for improving performance.

2. Coordination of Administrative efforts and responsibilities

- a. The Administrative Council shall meet bi-weekly unless cancelled or scheduled by the Superintendent.
- b. Membership on the Council shall consist of the Superintendent as chairperson, the Assistant Superintendent, the Director of Pupil Personnel Services, the Supervisor of Human Resources, the Director of Administrative Services, and the Principals of the schools.

3. See the attached Organization Chart.

Adopted: June 21, 1977

Revised: June 23, 2009