

**ADMINISTRATIVE ORGANIZATION**

**PURPOSE:**

This policy is established to provide guidelines and an organizational chart for a clear delineation of who interprets and implements the activities and responsibilities of each administrative personnel. The supervision and responsibility of administration is reflected in the Department's Organization Chart recorded herein.

**PHILOSOPHY:**

It is best practice in administrative organizations when there is a clear chain of command as to who is in charge and to whom personnel are to report. The Superintendent and other administrators should regularly review procedures according to the Administrative Regulations of CCA-R.

**POLICY STATEMENT:**

The Superintendent of Schools is the chief administrator of the schools and is charged with the primary responsibility of executing School Committee policies. To accomplish this, the Superintendent shall develop regulations as necessary that will effectively implement policies and further the attainment of the School District's broad objectives. Responsibilities of staff members should be made clear through formal and informal procedures.

Adopted: June 21, 1977  
Amended: 4/2/96, 6/23/09