

School Administration**Administrative Operations****District Organization**

It shall be the intent of the Board to make available a sufficient number of qualified officials to administer the schools efficiently. The Board shall delegate to the Superintendent the responsibility for:

- organizing the staff in a way that will secure a clear understanding between and among them;
- establishing clear lines of communication, both horizontally and vertically; and
- establishing the necessary councils, cabinets and committees to provide for efficient operation of the schools.

The Board of Education recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The Superintendent of Schools shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of District resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent of Schools.

The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent of Schools through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent of Schools to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.

It is the Board's intent to maintain an operational and technical staff with a high level of competence.

On occasion, the Superintendent of Schools may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.

All staff shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the administrator concerned and, where appropriate, by the Board.

In the organization and administration of the schools, an effort shall be made to balance responsibility with commensurate authority, subject to the reserve and legal powers of the Board.

Legal References: **Section 118.24, Wisconsin Statutes**
 Section 120.12, Wisconsin Statutes
 Section 120.13, Wisconsin Statutes
 Section 120.75, Wisconsin Statutes

Policy Approved: **August 19, 1987**

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