

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ADMINISTRATIVE
ORGANIZATION

ADOPTED: March 10, 1997

REVISED:

008. ADMINISTRATIVE ORGANIZATION

The administrative organization of the district shall be considered as an orderly means of achieving the district's primary objective, an effective program of instruction for pupils.

The general administrative organization of the district shall be known as the single executive type of school administration with the Board as the governing body and with all activities under the direction of the Superintendent.

An organization chart for the district shall be prepared by the Superintendent and approved by the Board to designate clearly the relationships of all employees within the district organization. The organization chart shall be kept up to date and changes shall be approved by the Board.

Line and Staff Relationships

The district schools observe closely the "principle of line and staff operation," which is commonly considered good school procedure. The building principal is the basic center of authority and has full responsibility for the school. All teachers should clear through the building principal. Directors and supervisors assist in the administrative process.

Employees should follow the line of procedure through the proper designated channels and representatives before scheduling a conference with the Superintendent. However, any school employee is free to consult with the Superintendent when s/he believes that the issue or problem is of significant or critical importance.