

LINE AND STAFF RELATIONS

(Regulation) [Policy](#)

The line of responsibility is described by the organization chart CCA. Direct administrative authority as delegated by the superintendent is exercised by the deputy superintendents. This administrative authority also is extended to principals to be exercised in matters pertaining to their schools. The responsibility of the directors and their divisions and departments is to offer consultative direction within their respective areas and to make recommendation to those in direct administrative authority.

Relationships within line of responsibility

1. Each member of the staff should be aware of his function and the officer to whom he is immediately responsible. His responsibility will be subject to the policies and regulations of the school district and to the authority granted to principals in administering their schools.
2. All personnel will refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.
3. Administrative officers will refer matters requiring administrative action to the next higher authority when necessary.
4. Each member of the staff should be aware of whom he may consult for help in clarifying and expediting his functions in the school system.
5. Each member of the staff will be told to whom he may appeal in case of disagreement with the person to whom he is responsible.

Relationships for program development

1. Responsibility will flow simply and clearly from students through teachers, principals and the superintendent to the Board of Education.

2. Each school under the leadership of its principal and in cooperation and consultation with the district staff and services will be encouraged and will be free to work out the educational program most appropriate for the students attending that school. Every effort should be made to evaluate the continuing program and its modifications which result from building staff leadership.

3. Special lines of responsibility may be approved by the superintendent for educational development, particularly for overseeing the pattern and sequence of educational experiences provided student from kindergarten through grade 12.

Approved September 1972

Revised June 1988

Colorado Springs School District Eleven, Colorado Springs Colorado
May, 1995