

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: CC</b>
	<b>POLICIES AND REGULATIONS</b>	

## **GENERAL SCHOOL ADMINISTRATION**

### **ADMINISTRATIVE ORGANIZATION**

The central administration will be organized in a manner that assures that the Aberdeen School District will be able to carry out programs effectively and efficiently and to respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The administrative organization must allow Aberdeen School District opportunities to address their particular needs and improve existing programs.

The Superintendent of Schools is charged with the responsibility for the general administration of the Aberdeen Public Schools in accordance with policies adopted by the School Board. In carrying out this responsibility the School Board recognizes the need for the Superintendent to delegate many duties to others at various levels of the administrative organization. The Board further recognizes the need for the greatest possible interchange of ideas in the total development of those functions necessary to the effective administration and operation of the total educational program.

### **GENERAL PRINCIPLES OF THE ADMINISTRATIVE OPERATION**

1. Those administrators assigned responsibilities at the District Service Center shall have the specific responsibility for coordinating and overseeing those programs and activities which are provided for all students from Kindergarten through Grade 12.
2. Each person of the entire staff shall be informed of his/her appropriate duties and to whom he/she is immediately responsible on the organizational chart.
3. Each person shall recognize the proper procedures to follow in the chain of command. This is not intended as to restrict the flow of ideas, information, and recommendations from personnel at any level of the organizational framework.
4. Each staff member shall be made aware of the proper procedure to appeal in case of disagreement with his/her immediate supervisor.
5. In all cases it is important to keep in mind that the building principals are the instructional leaders of their respective schools. The Superintendent of Schools maintains direct authority over all District Office administrators and assigns the supervision of various functions in the district to the Directors and/or Building Principals.

**FORMERLY:** 2240

**ADOPTED:** July 25, 1983

**REVISED:** October 24, 2005

**REVIEWED:** February 28, 2011

**REVIEWED:** October 26, 2015