

## **Administration**

### **Administrative Staff Organization**

The legal authority of the Ledyard Board of Education shall be transmitted through the Superintendent along specific lines of responsibility from person to person as shown in the Board-approved organizational chart of the school system. The Superintendent shall organize the staff to achieve the District's goals and objectives consistent with the District's educational philosophy. The administrative staff organization shall foster an environment of excellence wherein teachers can help students learn most effectively.

The Superintendent shall have the necessary freedom to revise the organizational chart, subject to Board approval of major changes or the elimination and creation of positions. The Superintendent shall maintain the administrative organization and structure current with clear supervision and accountability requirements throughout the school system.

The Superintendent shall be responsible for developing a District staffing plan and shall review it with the Board annually prior to beginning budget planning for the subsequent year. Such staffing plans should encourage staff diversity reflecting state demographics and not be limited to the local community composition.

Administrative duties and functions shall be evaluated against their contributions to better instruction and enhancement of student motivation and achievement.

Lines of responsibility in the District shall be structured to:

1. Develop educational programs most appropriate for students.
2. Clarify responsibility from students through teachers, administrators and the Superintendent, to the Board of Education.
3. Inform each member of the staff to whom he/she is responsible and for what functions.
4. Whenever possible, have each member of the staff responsible to only one immediate supervisor for any one function.
5. Specify appeals procedures for staff member disagreements from immediate supervisor through the Board of Education.
6. Inform each staff member to whom he/she can go for help in working out his/her own functions within the District program.
7. Provide effective lines of communication to keep each staff member informed of policies, regulations, significant District events, and other important information.

### **Related Policies:**

4100 / 4200 – Staff Positions

Policy adopted: November 2, 1994  
Complete revision: November 2, 2005

LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut