

## **Administration**

### **Superintendent's Responsibilities and Duties**

#### Organization Chart(s)

The administration organization of the district is the basis for achieving the District's primary objective: an effective program of instruction.

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

Organization or function charts for the district shall be prepared by the Superintendent and approved by the Board of Trustees and shall designate clearly the relationships of all employees within the district organization. The organization or function charts shall be kept up to date and changes shall be approved by the Board of Trustees.

#### Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35035 Powers and duties of superintendent

BP 2110.1 (b)

## **Administration**

### **Organization Chart(s) (continued)**

LOWELL JOINT SCHOOL DISTRICT

#### ORGANIZATION CHART

An organization function most effectively and a staff operates at its optimum level when there is a well-defined and well understood pattern of administrative organization in which authority is delegated commensurate with assignment of responsibility.

The Lowell Joint School District feels that responsibility and instruction must follow the lines as indicated on the Organization Chart. The informal lines of contact, information and communication may follow the most expedient route if there is no direct conflict with the official lines of authority. All principals, administrators and supervisors are responsible for the continuous flow of information both up and down within their respective areas. In turn, it is expected that all personnel will keep their immediate supervisors informed of matters pertinent to their areas of responsibility.

1. In the absence of the Superintendent, the Assistant Superintendent of Instruction or Assistant Superintendent of Administrative Services will assume the direct line relationships of the Superintendent as designated by the Superintendent.
2. Principals are in a direct line relationship and are, therefore, directly responsible to the Superintendent. It is expected that principals will work through the district office administrators on matters pertaining to Business and Instruction.
3. All consultants and specialists are responsible to the principal when they are working at his/her building.
4. The Assistant Principal will be in charge of the intermediate school in the absence of the principal. In the elementary schools, the principal will arrange for a properly credentialed teacher, the Superintendent or a principal at another building to act as his/her designee during any period of absence.

## **Administration**

### **Organization Chart(s) (continued)**

5. The Director of Nutrition Services is responsible to the Assistant Superintendent of Administrative Services in matters relating to food preparation, food ordering and determination of hours for Cafeteria employees. The principal or his/her delegate shall exercise supervision over all students and their activities during the lunch periods. Evaluation of Cafeteria workers shall be made by the Director of Nutrition Services with information provided by the principal.
6. Day and Night Custodians are directly responsible to the Director of Maintenance, Operations and Facilities for daily operation and maintenance of school plants. Evaluation of Day Custodians shall be made by the Director of Maintenance, Operations and Facilities. Evaluation of Night Custodians shall be made by the Director of Maintenance, Operations and Facilities with information from the Day Custodian.
7. Classified Personnel in Maintenance are assigned to a school plant on a temporary basis only and for specific tasks. While these persons are under the direct supervision of their immediate supervisor, the principal shall exercise direct control in all matters regarding the safety and welfare of the students.
8. District Classified Personnel in Grounds may be assigned to one or more school plants on a regular basis. While these persons are under the direct supervision of their Director of Maintenance, Operations and Facilities, the principal shall exercise direct control in all matters regarding the safety and welfare of the students.

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; January 8, 2007; October 17, 2011