

**LINE AND STAFF RELATIONS:
PERSONNEL CHAIN OF COMMAND**

Each member of the staff shall be clearly informed of his/her job responsibilities and their immediate supervisor.

All personnel shall refer matters requiring administrative action to their supervisor, who shall refer matters to the next higher authority when necessary.

Accountability shall flow simply and clearly from the staff to the building administrator, to the superintendent, and then the school board.

All employees of the school district, except the clerk, treasurer, auditor, and counsel, shall be responsible to the school board through the building administrator and superintendent. The clerk, treasurer, auditor, and counsel shall be directly responsible to the school board.

The superintendent is the chief executive officer of the school district and therefore is responsible for supervision and discipline of employees.

Adopted 1999
Reviewed 2013

