

# Independence School District

Board Policy 251

## **Line and staff relations and Chain of Command**

The Board desires the District Administrator to establish clear understandings on the part of all personnel of the working relationships in the school system. Attached is a copy of the District Organizational chart outlining the chain of command and communication for staff and board of education. Building level administrators will be supervised and evaluated by the District Administrator, however, they may meet with the board when requested to provide additional information or answer questions.

Faculty and staff are expected to refer matters requiring administrative action to the Administrator to whom they are responsible. That Administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all staff and faculty are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected the established lines of authority and chain of command will serve most purposes. But all personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy #870.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Cross Ref. # 230 Administrative Personnel Responsibilities Position Descriptions  
# 231 District Administrator Roles and Responsibilities  
# 870 Process for dealing with suggestions, concerns and complaints

Legal Ref. Wisconsin State Statutes – 188.24, 121.02

Reaffirmed and reviewed annually April 25, 1988 through Oct 5, 2011

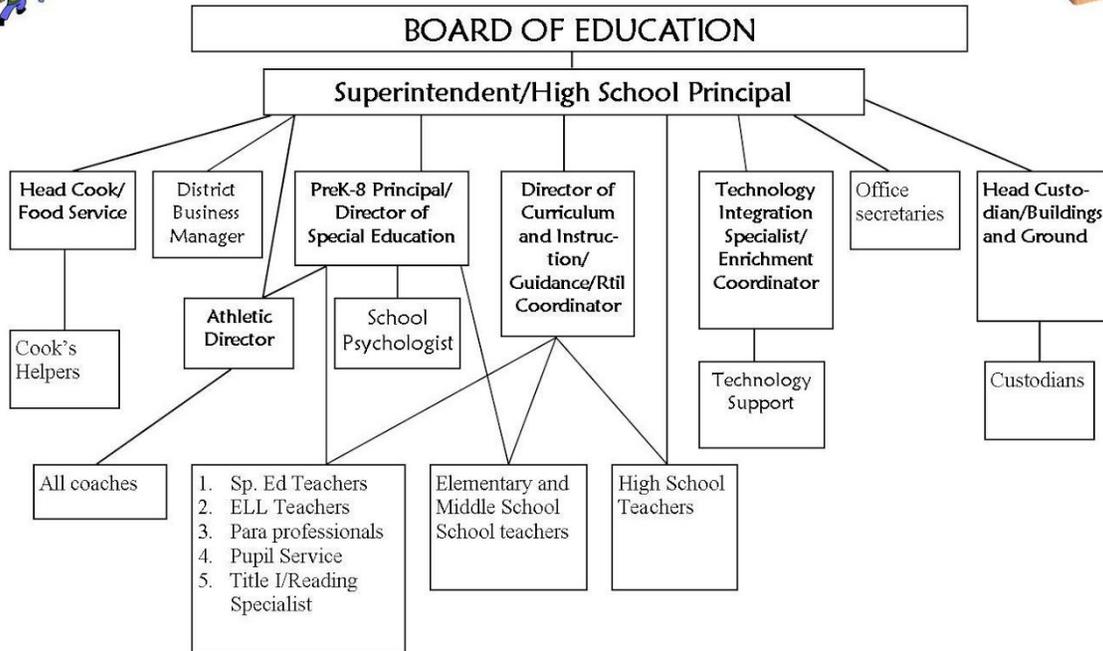
Revised: April 2014

Approved: May 7, 2014

Reaffirmed: March 12, 2018



Independence ADMINISTRATIVE Organizational Chart



Revised June 19, 2015