

Administrative Staff Organization

The Superintendent shall organize the administrative staff in a manner which best enables the District to provide an effective program of instruction.

Authority originates with the publicly elected Governing Board. Through the Superintendent, authority and responsibility are delegated to the administrators and staff.

The Superintendent shall maintain a current District organization chart which designates lines of primary responsibility and the relationships between all District positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating and cooperating to develop the best possible programs and provide efficient service.

The Superintendent shall provide for the preparation and maintenance of job descriptions for all management employees, according to acceptable personnel practice. Such job descriptions shall be kept in the files of the Human Resources Office.

The job description for each management position shall be descriptive of the actual functions of the position.

The Superintendent or designee may adjust staff responsibilities temporarily or permanently to accommodate the workload and/or individual capabilities.

Legal Reference: Education Code Sections 35010, 35020, 35035

Policy Adopted: 01/15/85

Policy Amended: 10/07/03

Formerly BP 2100