

<b>ADMINISTRATION</b>	<b>2000</b>
<u>SUPERINTENDENT OF SCHOOLS</u>	2100
CHAIN OF COMMAND	2109

Each employee in the system shall be responsible to the School Committee through the superintendent.

All classroom teachers, other school instructional personnel, and non-instructional personnel in each school will be primarily responsible to the principal of the school. Personnel who work in more than one school will be responsible to the principal of the school in which they are working at a particular time. Appropriate central office personnel will be available to discuss any problems, which may arise with persons who work in more than one school.

Principals will be primarily responsible to the superintendent in the overall administration of the schools. Principals will also work with the superintendent or his/her designee in selecting and evaluating professional personnel and in administering personnel policies.

Matters requiring administrative action are to be referred to the person immediately in charge of that area or function in which a problem arises.

Reviewed: December 2016