

CC - ADMINISTRATIVE ORGANIZATION PLAN

The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

The legal authority of the Board will be transmitted through the superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the Board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision making processes.

Highmore-Harrold School District #34-2 Chain of Command

To keep the administration informed of activities (regular or newly scheduled) or for making emergency decisions, utilize the “chain of command”. The chain of command is actually a courtesy extended to and among fellow workers.

All requests and scheduling of activities or events must originate through the respective principals.

The “chain of command” for operation in the cases of absences of administrative personnel shall be: Superintendent → High School Principal → Elementary Principal → Activities Director → Business Manager → Counselor → Secretarial Staff → Head Custodian

Adopted: July 13, 2009