

**Administrative Process and Lines of Authority**

**Code #251.00**

The District Administrator is the chief executive officer of the District and is responsible to the Board for all that transpires in the Tri-County Area School District. The central administrative unit which includes business services, personnel management and instruction shall be managed by the District Administrator.

Each school building area in the District shall be managed by a principal. The building principal is delegated the responsibility and authority for maintaining the school in accordance with law, board policy, administrative regulations and best practice.

The administrative team concept is the process by which a recommendation for any action, program, or service is developed and implemented. The system creates orderly lines of authority for organization and communication to promote and deliver effective services to students and the community.

All employees and especially administrative team members, have an obligation to assist the District Administrator in providing professional advice to the Board through the lines of authority. Staff members shall be responsible to the Board through the District Administrator. Employees shall refer matters requiring administrative action to the administrative team member immediately in charge of the area in which the problem arises. Administrative team members shall refer such matters to the next higher authority when necessary.

It is expected that the established lines of authority will serve most purposes; but employees shall have the right to appeal any decision made by an administrator to the next higher authority and through the appropriate steps to the Board. Additionally, the lines of authority are not intended to restrict the cooperative working relationship between staff members at all levels 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 District.

**Cross Reference:** 230, Administrative Team  
Job Descriptions, Administration 101, Table of Organization  
254, Administrative Open Door Policy

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