

LINE AND STAFF RELATIONS

The Superintendent of Schools, as the Chief Executive Office of the Boards which he serves, is responsible for the operation of the entire educational enterprise within the policies adopted by the respective Boards of School Directors and the laws and regulations of the states of New Hampshire and Vermont. However, in order to provide more effective and efficient administration and leadership of the total educational enterprise, certain responsibilities are delegated while others remain the primary responsibility of the Superintendent.

In the Superintendent's absence the Assistant Superintendent shall have full authority to act as Superintendent except as specifically limited by POLICY DJEDA: Bill Payment Authorization.

In the joint absence of the Superintendent and Assistant Superintendent, the Business Administrator shall have authority to act for the Superintendent on those matters which cannot await the return of the Superintendent or the Assistant Superintendent. In such a circumstance, manifests must be signed by the Chairman of the appropriate Board of School Directors if in the opinion of the Business Administrator they cannot reasonably await the return of the Superintendent or Assistant Superintendent.

In the joint absence of the Superintendent, Assistant Superintendent, and Business Administrator, any matters requiring immediate action shall be referred to the Principal of the appropriate school or the Superintendent of Buildings and Grounds or the Administrative Assistant to the Superintendent of Schools depending upon the nature of the issue. Should action not be possible and/or appropriate by one of the above, then, upon joint agreement of any two of the above, the matter may be resolved or referred to the Chairman of the appropriate Board of School Directors or to the Commissioner or Deputy Commissioner of Education in New Hampshire or Vermont as applicable.

The basic organizational unit is the school. Daily supervision of students, curriculum, and of both instructional and support personnel are the direct responsibility of the Principal. Service personnel are the direct responsibility of the Business Administrator, Superintendent of Buildings and Grounds, or Principal as specified in Regulation CCA: Organization Chart.

EFFECTIVE: 1 SEPTEMBER 1970 (Rev. 7 February 1972)