

### **LINE OF RESPONSIBILITY**

The Holmdel Township Board of Education shall operate under a unit control system headed by the Superintendent of Schools.

All Board employees, except the treasurer of school monies, auditor, and school attorney, shall be responsible to the Board through the Superintendent. The School Business Administrator/Board Secretary reports directly to the Board on those matters which are his/her legal responsibility as Board Secretary, and to the Superintendent on those duties which are the responsibility of the School Business Administrator.

The authority of the Board of Education is transmitted through the Superintendent along specific paths from person to person as shown in the organization chart of the school district. The lines of authority represent direction of authority and responsibility. The lines are those approved by the Board of Education and are intended to establish clear understanding on the part of all personnel of the working relationships in the school system.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. Personnel are expected to keep the person to whom they are immediately responsible informed of their activities by appropriate means.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board subject to applicable law.

The Superintendent, in administering this policy, shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the established framework of direct responsibility as desirable in the township schools. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

The following principles shall govern the administrative operation of the Board of Education system:

- A. Responsibility shall flow simply and clearly from pupils through teachers, principals, and the Superintendent to the Board.

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- B. Each staff member shall be told to whom he/she is responsible and for what functions as outlined in his/her job description.
- C. Whenever possible, each staff member shall be made responsible to only one immediate supervisor for any one function.
- D. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** July 19, 1995

**Revised:**

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-5 through -14.3	Secretaries and assistant secretaries; school business administrators ...
	<u>N.J.S.A.</u> 18A:17-15 through -24	Superintendents and assistant superintendents of schools . .
	<u>N.J.S.A.</u> 18A:17-24.1 <u>et seq.</u>	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6:3-2.1	Chief school administrator defined
	<u>N.J.A.C.</u> 6:8-3.2	Staffing
	<u>N.J.A.C.</u> 6:11-9.3	Authorization
	<u>N.J.A.C.</u> 6:11-9.7	School business administrator

### **Possible**

<b>Cross References:</b>	*1312	Community complaints and inquiries
	2100	Administrative staff organization
	*2131	Chief school administrator
	*2210	Administrative leeway in absence of board policy
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*9123	Appointment of board secretary
	*9313	Formulation, adoption, amendment of administrative regulations

\*Indicates policy is included in the Critical Policy Reference Manual.



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