

200 ADMINISTRATION

250 Administrative Operations

251 Organization for Administrative Purposes (Line and Staff Relations)

The District Administrator is the chief executive officer of the Board and is responsible to the Board for all that transpires in the School District of Random Lake.

The central administrative functions shall be managed by the District Administrator including business services, personnel management, student services and instruction.

Each school in the district shall be managed by 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.

Responsibilities of the school district operations and policies shall flow simply and clearly from students, through staff, principals, and the District Administrator to the Board. Policies and procedures shall be outlined and explained to the aforementioned groups.

Staff members shall be responsible to the Board through the District Administrator. Employees shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary, which includes the Board of Education.

Approved: August 1996

Revised and Approved: October 18, 2010