

MARION SCHOOL DISTRICT 60-3	NEPN Code: CC
GENERAL SCHOOL ADMINISTRATION	

ADMINISTRATIVE ORGANIZATION

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

The Superintendent of Schools is charged with the responsibility for the general administration of the Marion School District in accordance with policies adopted by the School Board. In carrying out this responsibility the School Board recognizes the need for the Superintendent to delegate many duties to others at various levels of the administrative organization. The Board further recognizes the need for the greatest possible interchange of ideas in the total development of those functions necessary to the effective administration and operation of the total educational program.

GENERAL PRINCIPLES OF THE ADMINISTRATIVE OPERATION

1. The Superintendent has the specific responsibility for coordinating and overseeing those programs and activities which are provided for all students from Kindergarten through Grade 12.
2. Each person of the entire staff shall be informed of his/her appropriate duties and to whom he/she is immediately responsible on the organizational chart.
3. Each person shall recognize the proper procedures to follow in the chain of command. This is not intended as to restrict the flow of ideas, information, and recommendations from personnel at any level of the organizational framework.
4. Each staff member shall be made aware of the proper procedure to appeal in case of disagreement with his/her supervisor.
5. The building level principal is the instructional leader of his/her respective school. The Superintendent of Schools maintains direct authority over all District employees.

Revised: June 13, 2011