

## **LINE AND STAFF RELATIONS**

The line of responsibility is described by the organization charts on the Colorado Springs School District 11 (the District) web page: (<http://www.d11.org/Pages/OrgCharts.aspx>). Direct administrative authority as delegated by the Superintendent is exercised by the Deputy and Assistant Superintendents. This administrative authority also is extended to principals to be exercised in matters pertaining to their schools. The responsibility of the directors and their divisions and departments is to offer consultative direction within their respective areas and to make recommendation to those in direct administrative authority.

### **Relationships within line of responsibility**

1. Each member of the staff should be aware of his or her function and the person to whom he/she is immediately responsible. The employee's responsibility will be subject to the policies and regulations of the District and to the authority granted to principals in administering their schools.
2. All personnel will refer matters requiring administrative action to the person immediately in charge of the area in which the problem arises.
3. Persons in charge will refer matters requiring administrative action to the next higher authority when necessary.
4. Each member of the staff should be aware of whom he/she may consult for help in clarifying and expediting his/her functions in the school system.
5. Each member of the staff will be told to whom he/she may appeal in case of disagreement with the person to whom he/she is responsible.

### **Relationships for program development**

1. Responsibility will flow simply and clearly from students through teachers, principals and the Superintendent to the Colorado Springs School District 11 Board of Education (the Board).
2. Each school under the leadership of its principal and in cooperation and consultation with District staff and services will be encouraged and will be free to work out the educational program most appropriate for the students attending that school. Every effort should be made to evaluate the continuing program and its modifications which result from building staff leadership.
3. Special lines of responsibility may be approved by the Superintendent for educational development, particularly for overseeing the pattern and sequence of educational experiences provided students from kindergarten through grade 12.

Approved September 1972

Revised June 1988  
Reviewed May 1995  
Reviewed February 25, 2015

CROSS REF.: CCB, Line and Staff Relations  
District's Organizational Charts: <http://www.d11.org/Pages/OrgCharts.aspx>