

**Policy**

**LINE OF RESPONSIBILITY**

The Alloway Township School District shall operate under a unit control system headed by the chief school administrator.

The authority of the board of education is transmitted through the chief school administrator 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.

Board members shall direct staff and community members to the appropriate administrator on matters requiring administrative action.

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.

**Chain of Command**

The board authorizes the following chain of command to ensure that necessary actions are taken at all times to ensure the health, safety and welfare of all staff and students; to protect school property; and to foster the orderly continuation of the educational program.

In the event that the chief school administrator is absent due to illness, professional development or other excused absence, the assistant principal shall be in charge. In the event that both the chief school administrator and the assistant principal are absent at the same time, the chief school administrator shall designate another administrator to be in charge. While covering for the chief school administrator, the assistant principal or other appointed administrator may:

- A. Assigning staff members as necessary to assure proper coverage in all classes;
- B. Ensuring emergency matters are handled (drills, fire alarms, alarms, granting emergency leaves of absence, securing substitutes, etc.);
- C. Resolving immediate and critical incidents among members of the school community such as disputes, policy violations related to student behavior and attendance, etc. Final resolution of these matters will be at the discretion of the assistant principal and/or chief school administrator;
- D. Assisting the chief school administrator and the principal during emergencies.

During emergency situations, the administrator in charge shall be empowered to direct, facilitate and/or coordinate the actions of staff members.

The assistant principal or other appointed administrator shall hold no authority to discipline staff or to hold an educational supervisory position.

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Readopted:

LINE OF RESPONSIBILITY (continued)Key Words

Unit Control, Dual Control, Line of Authority, Organization Chart

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-5	Secretaries, Assistant Secretaries and School Business Administrators
	through -14.3	
	<u>N.J.S.A.</u> 18A:17-15	Superintendents and Assistant Superintendent of Schools
	through -23	
	<u>N.J.S.A.</u> 18A:17-24.1 <u>et seq.</u>	Shared Administrators, Superintendents
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:9B-12.3	Authorization
	<u>N.J.A.C.</u> 6A:9B-12.4	School administrator
	<u>N.J.A.C.</u> 6A:9B-12.7	School business administrator
	<u>N.J.A.C.</u> 6A:32-2.1	Definitions (superintendent)

**Possible**

<b><u>Cross References:</u></b>	*1312	Community complaints and inquiries
	2100	Administrative staff organization
	*2131	Superintendent
	*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.