

# POLICY

## GREENWICH TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION  
1100/page 1 of 1  
District Organization

### 1100 DISTRICT ORGANIZATION

The Board of Education believes that part of an employee's feeling of security in his position is derived from clear knowledge of the person to whom he is directly responsible and the people for whom he is responsible.

Since each employee is assigned certain duties for which he is evaluated, there must be minimal interference between the working relationships of administrators/supervisors and the persons they supervise. Appreciating this, indirectly responsible "supervisors" who require the services of an indirect subordinate should, in most cases, follow this chain of command. This will assure the direct supervisor having knowledge of the activities of his subordinates and the understanding of reasons why particular regular responsibilities may not be carried through to success.

Staff members, while cognizant of their immediate relationships in the chain of command, should understand that certain line/staff functions overlap as, for instance, the Building Principal. Since the Principal is responsible for the overall efficient and economical functioning of the physical plant, he may periodically direct other staff members (who are not under his direct supervision) in the proper performance of their duties. Generally, however, these instances should be exceptions.

In other instances, normal day-to-day guidance may be given by someone other than the person who holds direct responsibility. The child study team, while responsible directly to the Superintendent, interacts regularly with the Principal and other staff members. Classroom aides, though responsible to the Principal, receive guidance and direction from the teachers with whom they are serving.

While some areas of the chain of command may overlap on occasion, mature and cooperative effort on the part of all employees will foster harmony and ultimately an efficient and pleasant place to work.

It should be explicitly understood by all levels of staff that the Board of Education is included in this chain of command.

N.J.S.A. 18A:11-1; 18A:27-4

Adopted: 14 March 2005

