

**Line of Responsibility
Board of Education
Wrightstown Community School District**

The Wrightstown Board of Education recognizes that the District Administrator is the only administrative position that, by statute, will be held directly accountable to their oversight. The District Administrator shall be the chief executive officer of the School District. All other district personnel shall follow the established "chain of command" in defining their roles and responsibilities. Responsibility shall flow clearly from the District Administrator through the administrative staff to the operational personnel.

The Board shall respect the chain of command, and in doing so will give direction only to the District Administrator with a single voice derived from Board action, never from individual members. The District Administrator shall determine the composition and structure of the Administrative Team and lead its activities. The Team is responsible to the District Administrator, who, in turn, is responsible to the Board.

Each employee in the school system shall be responsible to the Board through the District Administrator. Personnel matters requiring administrative action must be referred to the Building Principal who shall refer such matters to the District Administrator when necessary.

All employees shall have the right to appeal any decision made by the Building Principal to the District Administrator and through these successive steps to the Board of Education in the form of a complaint or a formal grievance.

Adopted: April 17, 2017

Reviewed:

Revised: