

**SCOTLAND BOARD OF EDUCATION  
Board Policy**

**Administration**

**Lines of Responsibility**

Lines of responsibility in the school district shall be structured to:

1. Develop educational programs most appropriate for students.
2. Clarify responsibility from students through teachers, administrator and the Superintendent, to the Board of Education.
3. Tell each member of the staff to whom she/he is responsible and for what function.
4. Whenever possible, have each member of the staff responsible to only one immediate supervisor for any one function.
5. Designate a person to whom a staff member can appeal a disagreement with the person to whom the member is directly responsible.
6. Inform each staff member to whom she/he can go for help in working out her/his own functions in the district program.
7. Keep each staff member advised of policies, functions and progress of the district.