

**Policy 4301: Administrative Staff Organization**      **Status:** ADOPTED

**Original Adopted Date:** 09/01/1989 | **Last Revised Date:**  
 07/01/2007 | **Last Reviewed Date:** 07/01/2007

The Governing Board authorizes the Superintendent to organize the administrative and supervisory staff in a manner that best supports student achievement, the educational program, and efficient operations.

The Superintendent shall establish and define job responsibilities for supervisory and administrative personnel. (Education Code 44662)

The Superintendent or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

The Superintendent shall maintain a current district organization chart which designates lines of primary responsibility and the relationships among all district positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating, and cooperating to develop the best possible programs and provide efficient services.

<b>State</b>	<b>Description</b>
Ed. Code 35010	<u>Control of district; prescription and enforcement of rules</u>
Ed. Code 35020	<u>Duties of employees fixed by governing board</u>
Ed. Code 35035	<u>Powers and duties of the superintendent; transfer authority</u>
Ed. Code 44662	<u>Evaluation of certificated employees</u>
<b>Management Resources</b>	<b>Description</b>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>Association of California School Administrators</u>
Website	<u>CSBA</u>
<b>Code</b>	<b>Description</b>
2000	<u>Concepts And Roles</u>
2110	<u>Superintendent Responsibilities And Duties</u>
2230	<u>Representative And Deliberative Groups</u>
4000	<u>Concepts And Roles</u>
4032	<u>Reasonable Accommodation</u>
4140	<u>Bargaining Units</u>
4240	<u>Bargaining Units</u>
4300	<u>Administrative And Supervisory Personnel</u>
4300	<u>Administrative And Supervisory Personnel</u>
4315	<u>Evaluation/Supervision</u>
4340	<u>Bargaining Units</u>