

CHAPTER 3.00 - SCHOOL ADMINISTRATION

3.05

ADMINISTRATIVE ORGANIZATION

POLICY:

- (1) THE ADMINISTRATIVE STAFF – The district administrative staff shall be responsible for the planning, administration and supervision of the total instructional program, and for all supporting services such as maintenance, transportation, school food service, personnel, purchasing, federal programs, payrolls, and all other responsibilities as directed by the Superintendent.
 - (a) District-Wide Administrators – Those personnel responsible for the overall development, supervision, improvement and implementation of all instructional and support programs of the district.
 - (b) Principals – Those personnel assigned direct and primary responsibility as administrative and supervisory heads of school centers. Each principal is responsible for enforcement of state laws, State Board of Education Rules, rules of the School Board and directives of the Superintendent. The principal is also responsible for organizing and implementing a continuous program of curriculum development and revision in the school in which he is assigned, and for prescribing the duties of any assistant principals. Each principal must be qualified pursuant to the District's HRMD Plan.
 - (1) Assistant Administrators – Each assistant administrator must be qualified under the District HRMD Plan.
 - (c) Special Area Administrators – The personnel assigned responsibility as administrative and/or supervisory heads of support departments or divisions, such as maintenance, transportation, purchasing, finance, school food service, personnel, federal programs, and others requiring a professional level of training.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- (2) RESPONSIBILITIES AND DUTIES OF DISTRICT PERSONNEL –Under the Superintendent, as executive officer of the School Board, the school system shall be organized as indicated by the organizational chart (Appendix). The Board shall periodically review and adopt revisions to the Job Descriptions Handbook which shall be included in the District’s Procedures and become policy by reference to this number.
- (3) ORGANIZATION OF THE DIXIE COUNTY SCHOOL DISTRICT – The presentation of an organizational chart shall be made annually to the Board of its approval at the time that administrative staffing for the ensuing year is recommended by the Superintendent.
- (4) CONTRACTING ADMINISTRATIVE DUTIES – The school Board will have the option to approve contracted services for Administrative duties for a period not to exceed 12 months.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 120.53, 1001.42, 1001.43, 1012.27, F.S

History:

Adopted: April 1, 1981 Revision Date(s): July 1, 1996; January 14, 1999; December 8, 2009; February 9, 2010 Formerly:
--