ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2005**

**ADMINISTRATION**

**Organizational Plan**

The Board will determine the policies to guide the decision-making process governing all activities of the schools. In setting these policies, the Board may seek the advice and assistance of District personnel through the Superintendent, or from the community through officially appointed committees or task forces.

The District is then administered in accordance with an organizational plan, developed by the Superintendent in conjunction with District personnel and approved by the Board.

The organizational plan shall have the following characteristics:

1. A table of organization and job description for each position;
2. Include a position for all District personnel (certified and non-certified);
3. Be published and distributed to all District personnel and made available to the public upon request/
4. Be reviewed periodically with changes adopted by the Board as necessary; and
5. When a position becomes vacant through normal attrition, the position will not automatically be filled as it exists in the organizational plan, but instead will be re-examined at the time of the vacancy to determine if the plan would be more effective by changing the job description, combining functions, or otherwise changing the plan.

The Board also requires the Superintendent to organize the District in such a way as to secure clear understanding of the functions of each official, and of the relationship between and among them; to establish clear lines of communication for the District (both vertically and horizontally); and to establish the necessary committees to provide for efficient operation of the schools.

The organizational plan provides for the operation of the District to be a team endeavor. The team concept mobilizes the maximum input of expertise available within the organization for decision-making and provides good communication through all District personnel.

Within the team concept many decisions and directions to District personnel and recommendations to the Board emanate from the administrative team rather than from the Superintendent as an individual; however, in order to assure accountability, the Superintendent is ultimately responsible for the decisions of the administrative team.

In the organization and administration of the schools, the Superintendent shall ensure that there is a balance of responsibility commensurate with authority, meaning that a member of the District’s personnel when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks or not.