



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Organization For Administrative Purposes

The Board desires the District Administrator to establish clear understandings on the part of all personnel of the working relationships in the school system. Lines of direct authority shall be those approved by the Board and outlined on specific job descriptions and on file in the District Office.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. All personnel shall, however, have the right to appeal any decision made by an administrative authority in accordance with established grievance procedures.

Additionally, the lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility and represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

CROSS REFERENCE: River Valley Employee Handbook

APPROVED: March 9, 1989

REVISED: April 8, 1999

APPROVED: May 13, 1999

REVISED: February 12, 2015

APPROVED: March 16, 2015