

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Superintendent

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ARTICLE: 2.0 MANAGEMENT ORGANIZATION

Reference:

SECTION 2.3 MANAGEMENT PERSONNEL ORGANIZATION

Position Descriptions

The Superintendent will develop detailed position descriptions for all management personnel which will include function and area of responsibility. Such descriptions shall be subject to review by the Board of Education.

Certificated management personnel are those people who hold positions declared by the Board as management positions who:

1. Have primary duties other than teaching.
2. Have direct supervision over certificated employees, which may include evaluation.
3. Have significant responsibilities for formulating District policy or administering District programs.

Classified management personnel are those people who hold positions declared by the Board as management positions who:

1. Have direct supervision over other classified personnel, which may include evaluation.
2. Have significant responsibilities for formulating policies and administering District programs.

Line of Responsibility

The Superintendent will develop a line of responsibility for the management of the District whenever she/he is absent. This line of responsibility will designate "administrators-in-charge."

Organizational Chart

The Superintendent, or designee, will be responsible for revising the management organizational chart of the District. In general, the Organizational Chart by major function is the plan by which the District operates in an orderly manner. No organization chart ever replaces the application of intelligent working relationships between various departments and functions of a school district and this chart is not intended to do so.

An organization chart is a fluid instrument, to be used as a tool to accomplish necessary functions. The organizational pattern of the District should not be a deterrent to flexibility which leads to progress. The Superintendent, or designee, may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

Organization lines denote functions and areas of responsibility, not necessarily levels of authority.