

Williamson County Board of Education

**Adopted Date:**

1/3/94

Rev. 4/16/01; Editorial

6/6/14

5.803

ORGANIZATION CHARTS

- 1 Charts depicting the administrative Organization of the School System shall be developed,
- 2 maintained and revised periodically and appropriately distributed. The responsibilities, functions,
- 3 duties, line of authority, and inter-relationships of all Administrative and Supervisory personnel
- 4 shall be listed and explained in a separate Handbook entitled "Administrative Manual".
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- 6 All personnel will be guided by these job descriptions until the descriptions are changed in writing
- 7 by the Superintendent of Schools.
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- 10 A current copy of this Handbook shall be maintained in each major department or service area of
- 11 the District Office, each school, the WCEA Office and other places deemed appropriate by the
- 12 Superintendent of Schools.
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- 14 Each employee of the Williamson County Public Schools, shall be responsible to the School Board
- 15 through the Superintendent of Schools. All matters proposed to be submitted to the Board shall
- 16 first be channeled through the Superintendent of Schools.
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- 18 All Administrators are expected to exercise their responsibilities and authority in accord with the
- 19 policies adopted by the School Board.
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- 22 Every Administrator shall make a conscientious effort to integrate and reconcile the individual
- 23 employee's needs and goals with the District's needs and goals.
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