



# POLICY

## Category

Series 300: General School Administration

## Approval

Effective	Administration	Board
2/22/10	12/4/09	2/22/10
Revised	For Review	
	2027	

## THE ADMINISTRATIVE STRUCTURE

**MTC 303**

All personnel employed by the College will be responsible to the Mitchell School District 17-2 Board through the President. The Board expects that the President will establish clear understandings on the part of all personnel regarding the working relationships in the College.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will 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. But all personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible educational program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the College's programs and operations, the lines represent avenues for a two-way flow of ideas.