



**Section:** *Administrative Employees*

**Title:** *Line of Responsibility*

**Adopted:** *10-21-70*

**Revised:**

**304** *Line of Responsibility*

*Each employee in the district, except the treasurer, secretary, auditor and counsel, shall be responsible to the board through the chief school administrator.*

*All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.*

*Administrative officers shall refer such matters to the next higher authority when necessary.*

*Each employee shall have the right to have the next higher authority and through successive steps, the Board of Education, review any decision made by an administrative officer with reference to such employee.*

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