

Regulations

Board of Education
Woodbridge Township

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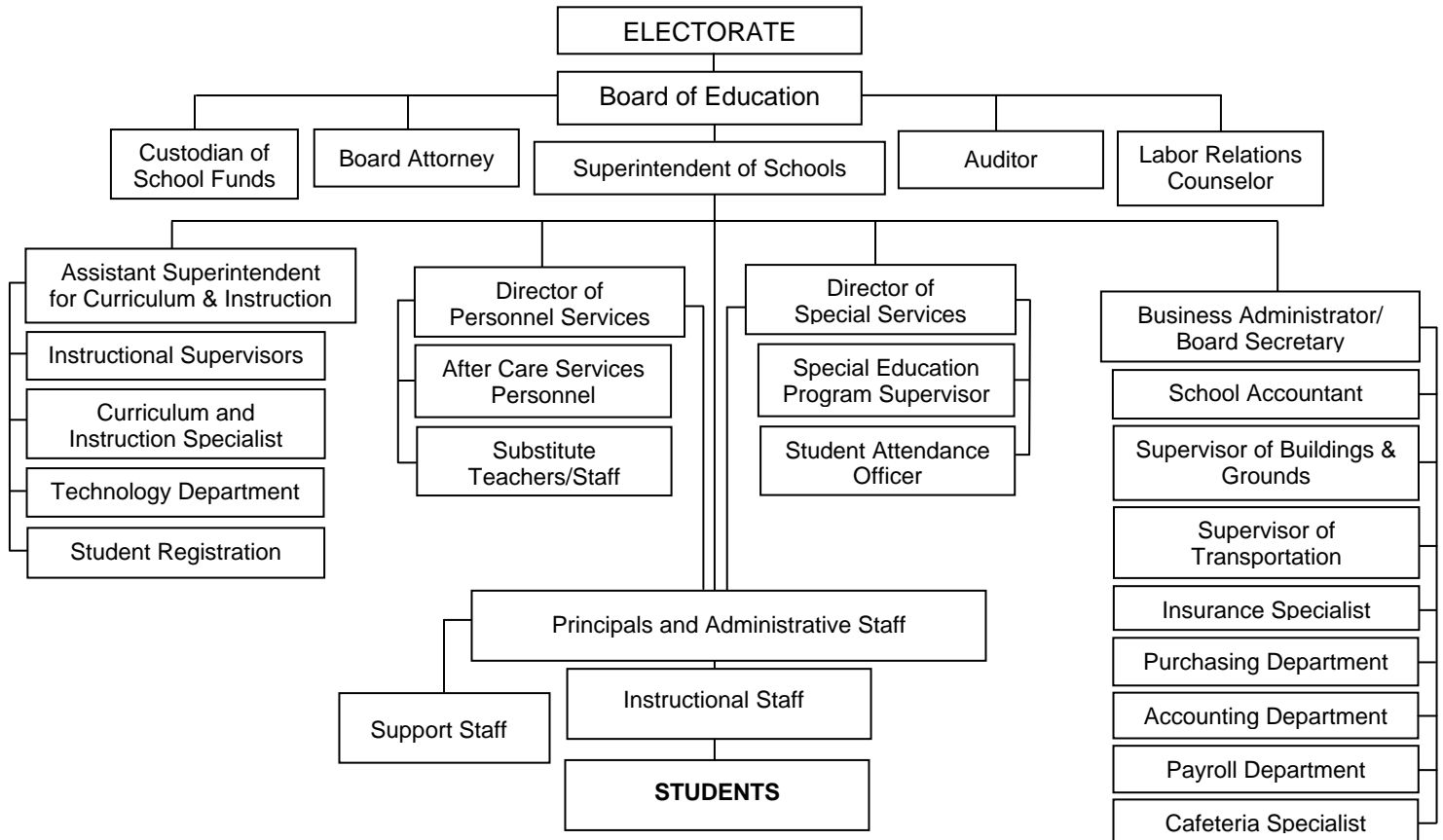
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WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT TABLE OF ORGANIZATION



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#2012 ADMINISTRATIVE COUNCIL GUIDELINES

A. Purposes

1. To provide a setting within which administrators, using input from colleagues in the schools, can advise the Superintendent on educational and administrative matters.
2. To provide an environment within which administrators can discuss and recommend courses of action on educational and administrative matters to the Superintendent of Schools.

B. Objectives

1. To provide a vehicle for input and communication between and among administrators of the district for the continuous improvement of the educational program.
2. To provide a cohesiveness between administrators for the benefit of all district personnel.
3. To discuss and recommend proposed district policies.
4. To provide input in the development of administrative regulations.
5. To review Board of Education public agenda.
6. To review county and state department decisions.
7. To review present and proposed administrative practices and procedures.
8. To make recommendations for curriculum and supervision changes.

Reference: Policy #201

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#2013 SUPERVISORY CONTROL

The complexities of operating a large district, the responsibilities of students' well-being, and the demands of legal administrative requests require that all buildings or departments have someone who is available for their operation at all times.

The philosophy of the district states that the "...system is responsible for creating an environment for learning." Therefore, the following administrative regulations concerning the presence of administrators are established.

- A. Where a building or a department has more than one administrator, at least one of them must be present at all times. Exceptions may be granted for vacation periods only.
- B. At no time during the regular school year should all administrators in a given department attend a conference, workshop, convention, or similar activity simultaneously unless requested to do so by the Superintendent.

Reference: Policy #201

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#2015 LINES OF AUTHORITY CERTIFIED PERSONNEL

- A. Each school shall develop an educational program that will best meet the needs of the pupils attending the school within the educational goals of the district.
- B. All employees are required to follow the lines of authority shown on the organizational chart.
- C. All classroom teachers, special teachers, department heads, and other special personnel in each school shall be primarily responsible to the principal of the school to which they have been assigned. Special personnel assigned to more than one school shall be subject to the administrative authority of the principal of the school in which they are working at any particular time.
- D. Supervisors are staff officers under the direction and authority of the Assistant Superintendent for Curriculum and Instruction. A staff officer, when visiting any building, shall first report to the principal to discuss with him/her the nature of his/her business. When visiting a particular school, staff officers shall be subject to the authority of the principal. They shall have no administrative authority over personnel assigned to the school except as each principal specifically delegates authority to them.
- E. The organizational chart shows line of primary responsibility only. All personnel are expected to realize that there are many lines of secondary responsibility and communication which are essential in the development of a desirable educational program.
- F. All grievances shall follow procedures established in the grievance procedure of the employee contract or district policy for employees not covered by contract.

Reference: Policy #201

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#2016 LINES OF AUTHORITY SUPPORT PERSONNEL

- A. All support personnel assigned to a particular building shall be primarily responsible to the principal of the building to which they have been assigned.
- B. Support personnel assigned to work in more than one building shall be responsible to the principal of the school in which they are working at a particular time.
- C. All employees are required to follow the lines of authority shown by the organization chart.
- D. Supervisory personnel of the support staff shall be primarily responsible to the Superintendent of Schools. When visiting any building, they shall first report to the office of the principal.
- E. When schools are not in session, or closed because of vacation periods, support personnel shall be under the jurisdiction of the supervisor of the department to which they have been assigned.
- F. Support personnel, whose normal duties cease when schools are not in session, shall be assigned during said periods to such duties as the supervisor may direct.
- G. All grievances shall follow procedures established in the grievance procedures of the appropriate employees' contract or district policy for employees not covered by contract.
- H. Support personnel not assigned to a regular duty station shall be responsible to the supervisor of the department concerned.

Reference: Policy #201

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#2080 PUBLIC STATEMENTS

The following procedures shall serve as regulations implementing Policy #208.

A. Board of Education executive sessions:

1. Agendas for executive sessions shall include a notice at the top of each page that the meeting is confidential and that all attendees are honor bound not to disclose the topics or details of the conversations.
2. Individuals who breach confidentiality shall be warned. If the breach is repeated, such persons shall be excluded from further executive sessions.

B. Releases to the public:

1. All statements issued to the public shall be distributed by the Board President or the Chief School Administrator at the direction of the Board President.
2. If any individual Board member issues a public statement, he/she must make it clear that he/she is speaking as a private citizen and not as a Board member.
3. If the Board President or Chief School Administrator is asked to comment on public statements issued by a Board member speaking as an individual, the response shall indicate that the matter is confidential and that the statement reflects only that individual's opinion, and when the Board is ready it shall issue its official opinion.

C. Ethical standards:

1. Confidential matters which are brought to the attention of the Board members that, in the opinion of the Board President or Chief School Administrator, would needlessly injure individuals or the schools if disclosed, shall be labeled accordingly.
2. Board members receiving such material shall be bound by Item 12 of the Board's code of ethics and not disclose the information