

TYLER COUNTY SCHOOLS' ORGANIZATION PLAN

All personnel shall be responsible to the Board through the Superintendent.

In following the appropriate chain of command, all personnel shall initially discuss matters of concern with their immediate supervisor. If the matter is not resolved to the employee's satisfaction, the next step shall be a conference with the appropriate central office administrator and/or the Superintendent.

Services and Functions of the School System:

Policy-Making – Primary function of the Board of Education

County-Wide Administration – A function of the central office administrators, coordinated by the Superintendent.

School Administration – The supervision, management, and daily operation of each school is the responsibility of the building principal. Under the supervision of the Superintendent and in compliance with Board policies, the principal shall assume administrative and instructional supervisory responsibility for the school's total educational program. The principal is the instructional leader.

Instruction – The Instructional program is the heart of the organization, and is primarily the responsibility of the teachers. Other support personnel – guidance counselors, librarians/media specialists, and classroom aides, complete the total instructional staff.

Support Services – Support staff are responsible for providing the ancillary services that are necessary for the school system to operate effectively and efficiently. These support staff include secretaries, custodians, cooks, bus operators, mechanics, and general maintenance.