

<p style="text-align: center;"><b>BLOOMSBURG AREA SCHOOL DISTRICT</b> <b>Policy Manual</b></p>
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Section: ADMINISTRATIVE EMPLOYEES

Title: LINE OF RESPONSIBILITY

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

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**328. LINE OF RESPONSIBILITY**

- .1 Each employee of the district shall be responsible to the Board through the Superintendent.
- .2 All staff members shall refer matters requiring administrative action to the administrator immediately in charge of the area in which a problem or concern may arise.
- .3 Administrators shall refer such matters to the next higher authority when necessary.
- .4 An organizational chart reflecting the line of responsibility shall be developed and distributed to appropriate district employees.