

## CHAPTER 2

### 2.2 Working Relationships of the School Organization (amended 05/26/09)

#### 2.2.1 Classifications of Services and Functions

1. **Policy Making** -- a function of the Board of Education coordinated with the Superintendent.
2. **Administration** -- a function of the administrators; coordinated by the Superintendent of Schools.
3. **Instruction** -- a service performed by teachers, guidance personnel, supervisors, and other certificated personnel.
4. **Legal Aid** -- a service of the prosecuting attorney for the Board of Education. Additionally, in accordance with West Virginia Code 18-5-13 subdivision (12) the boards, subject to the provisions of this chapter and the rules and regulations of the state board, shall have authority... to employ legal counsel.
5. **Plant Operation and Maintenance** -- function of the custodial and maintenance staff under the direction of the principal and the Superintendent of Schools.
6. **Secretarial and Clerical** -- services performed by secretaries, clerks, and others under the supervision of their respective administrative supervisors.

#### 2.2.2 Organizational Chart

The chart on the next page should not be interpreted strictly as line and staff organization. It is rather, a figurative representation of working relationships.

The principal is to be recognized as the administrator to whom all staff in the assigned school building are directly responsible.