



WINDHAM SCHOOL
DISTRICT

NUMBER: OP-07.14 (rev. 1)
DATE: February 16, 2017
PAGE: 1 of 3
SUPERSEDES: OP-07.14
October 30, 1996

OPERATING PROCEDURES

SUBJECT: CHAIN OF COMMAND

AUTHORITY: Texas Education Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD is committed to staff working together to provide a free, appropriate education of the highest quality to all students at designated Texas Department of Criminal Justice (TDCJ) units in accordance with established policies, procedures, and standards. WSD employees will follow an appropriate chain of command.

DEFINITIONS:

“Area Personnel” are WSD employees whose assigned duties may include support to any or all WSD departments and divisions for multiple units. These employees may be located at a unit or a field office.

“District Personnel” are WSD employees whose assigned duties may include support to any or all WSD departments and divisions, for multiple units and field offices, and are supervised by district administrative staff. These employees may be located at a unit, at a field office, or at the administrative office in Huntsville, Texas.

“Unit Personnel” are WSD employees whose assigned duties and location are at a TDCJ unit.

DISCUSSION:

Effective communication to address concerns, requests, and issues should be timely, thorough, and accurate and follow an appropriate chain of command.

PROCEDURES:

- I. Unit Personnel
 - A. WSD employees assigned as unit personnel are directly supervised by the campus

principal.

1. Lead teachers serve as campus administrators in the absence of the campus principal, but do not supervise the employees. The lead teacher is directly supervised by the campus principal.
2. The campus principal is the immediate step up in the administrative command for all WSD unit staff.

B. WSD principals are directly supervised by the area principal-in-residence.

1. The area principal-in-residence has direct oversight of assigned campuses as the campus principal as well as direct supervisory duties of assigned area principals.
2. The principal-in-residence is the immediate step up in the administrative command from the campus principal.
 - a. Any issues that cannot be resolved by the campus principal will be referred to the area principal-in-residence.
 - b. If the principal is also the area principal-in-residence, unresolved issues will be referred to the instructional administrator.

C. Area principals-in-residence are directly supervised by the instructional administrator. The instructional administrator is the immediate step up in the administrative command from the area principal-in-residence. Any issues that cannot be resolved by the area principal-in-residence will be referred to the instructional administrator.

D. Refer to OP-06.00, "WSD Organizational Chart."

II. Area and District Administrative Personnel

- A. The director of the Division of Instruction is the immediate step up in the administrative command from the instructional administrator.
- B. The superintendent is the immediate step up in the administrative command from the director of the Division of Instruction.
- C. WSD area and district personnel are directly supervised by WSD administrative staff per OP-06.00.

III. Effective Communication

- A. WSD personnel will work collegially with co-workers, supervisors, administrative staff, TDCJ staff, and all other stakeholders, including utilizing effective and courteous non-verbal, verbal, and written communication.

- B. WSD personnel will ensure that all communications, requests, and approvals follow the appropriate chain of command.

IV. Exceptions

The chain of command structure is not required to be followed in the following situations.

- A. If an employee is filing an equal employment opportunity complaint against their immediate supervisor, the complaint should be filed with the next level of supervision or with Human Resources.
- B. Grievances will be filed with the grievance coordinator as required by Windham Board Policy (WBP)-07.26, "Employee Grievance Procedures."

V. Professional Duties

WSD personnel will perform any professional duty directed by appropriate administrative personnel including duties required by statutory law or the Texas Education Agency.

Signature on file _____
Martha Fields, Interim Director
Division of Instruction