**Administration** BP 2220

**ADMINISTRATIVE STAFF ORGANIZATION**

The Executive Director shall organize the administrative staff in a manner that best supports the educational program through efficient operations, effective communications and direct assistance to the program.

*(cf. 2110 – Executive Director Responsibilities and Duties)*

*(cf. 4300 - Administrative and Supervisory Personnel)*

The Executive Director shall maintain a current College and Career Advantage (CCA) Regional Occupational Program (ROP) organization chart which designates lines of primary responsibility and the relationships between all CCA positions. Lines of responsibility shall in no way prevent staff members at all levels from collaborating, communicating and cooperating to develop the best possible programs and provide efficient services.

The Executive Director or designee may adjust staff responsibilities temporarily or permanently as needed to accommodate the workload and/or individual capabilities.

*Legal Reference:*

*EDUCATION CODE*

*35010 Control of district; prescription and enforcement of rules*

*35020 Duties of employees fixed by governing board*

*35035 Powers and duties of superintendent*

*Management Resources:*

*WEB SITES*

*CSBA: http://www.csba.org*

*ACSA: http://www.acsa.org*

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| Policy  Adopted: October 25, 2007  Revised: January 10, 2024 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |