

Lewis Center for Educational Research

**BP 2220: ADMINISTRATION
 ADMINISTRATIVE STAFF ORGANIZATION**

Adopted: August 12, 2019

Revised:

The President/Chief Executive Officer's ("CEO") shall organize the administrative staff in a manner that best supports the LCER and its educational programs through efficient operations, effective communications and direct assistance to its schools and programs. The CEO shall maintain a current LCER organization chart which designates lines of primary responsibility and the relationships between all LCER 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 CEO or designee may adjust staff responsibilities as needed to accommodate the workload and/or individual capabilities.