



**Employee Accountability**  
**School Board Approved: October 1, 2018**

Each employee in the District shall be accountable to the Board through the Superintendent and Administration. The Superintendent is responsible for defining the district's organization by the use of clear job description and up-to-date organization charts.

All personnel shall refer matters requiring administrative action to their direct supervisor.

The supervisor shall refer such matters to the appropriate authority when necessary.

**Legal References**

NH Code of Administrative Rules, Section Ed. 302, Duties of Superintendent, NH Code of Administrative Rules, Section Ed. 303, Duties of School Board