

## **INSTRUCTIONAL PROGRAM**

**P2108**

Each employee in the system shall be responsible to the School Committee through the Superintendent.

All classroom teachers, professional support staff, and non-instructional personnel in each school will be primarily responsible to the Principal of the school. Personnel who work in more than one school will be responsible to the Principal of the school in which they are working at a particular time, but may also seek assistance from the Superintendent's office when problems or issues arise which can not be solved at the building level.

Principals will be primarily responsible to the Superintendent in the overall administration of the schools. Principals will also work with the Superintendent or designee in selecting and evaluating professional personnel and in administering personnel policies.

Matters requiring administrative action are to be referred to the person immediately in charge of that area or function in which a problem arises.

### Massachusetts General Law References:

- M.G.L. 71:38 – Performance Evaluation of Teachers and Administrators;  
Residency
- M.G.L. 71:59B – Employment of Principals

### Westford Public Schools Policy References:

- P2401 – Systems Operational Plan
- P4403 – Evaluation of Staff

Policy Adopted: April 9, 2001  
Policy Reviewed:  
Policy Revised:

**WESTFORD PUBLIC SCHOOLS**  
Westford, Massachusetts 01886