Administrative Procedure 430

ADMINISTRATIVE ORGANIZATION

Belief

Within the Division, it is accepted that decision-making is a cooperative and collaborative process, which involves input from stakeholders wherever reasonably possible. This process is facilitated through communication and discussion, which leads to a mutual understanding of the participants’ respective issues and interests. There are times however, when "the buck must stop" and a decision must be made. The following procedures illustrate the path of responsibility and accountability within the administrative organization.

The Division believes that an administrative organizational structure must exist which maintains an efficient and effective operation.

Procedures

1. The Superintendent is the chief executive officer of the Board and responsible to the Board and the Minister of Education.

2. All staff ultimately takes direction from the Superintendent through their immediate supervisor or another designated by the Superintendent.

3. The hierarchy of "line authority" responsibility is as follows:
   
   3.1 The Board represents the electorate and is accountable to the Minister;
   
   3.2 The Superintendent takes direction from the Board and the Deputy Minister;
   
   3.3 Associate Superintendents take direction from the Superintendent;
   
   3.4 Directors take direction from the Associate Superintendents;
   
   3.5 Principals direct the operation of their respective sites within the parameters established by Board policy and administrative procedures (generally outlined in Appendix 105A – Site Based Decision Making). Principals take direction from the Superintendent and the Superintendent’s agents: Associate Superintendents and Directors, on matters related to those agents' respective areas of authority.
   
   3.6 Coordinators and Consultants take direction from the Associate Superintendents and Directors they are assigned to and provide advisory service to Principals;
   
   3.7 School based staff take direction from Principals, or other supervisors, after consultation between those supervisors and the Principal;
   
   3.8 Central site-based staff takes direction from their respective Directors.
4. “Staff authority,” the right to provide advice and suggestions shall be "free flowing" throughout the organizational hierarchy.

5. The Associate Superintendent: Personnel shall fulfill the legal role of Chief Deputy Superintendent.

6. The Associate Superintendent: Business shall fulfill the legal role of Secretary-Treasurer.

Reference: Section 60, 61, 96, 113, 116, 117, School Act