



ADMINISTRATIVE PROCEDURE 402

PERSONNEL ORGANIZATION

Background

In the Grande Yellowhead Public School Division, decision-making is based on a collaborative process which includes the whole school community in teaching and learning in order to ensure high levels of student achievement. Within a collaborative model, each staff member has a responsibility to assist in the achievement of Division goals and objectives as well as a responsibility to fulfill the role and responsibilities for his/her specific position.

Procedures

1. The Mission, Beliefs and Values of our system will guide all our activities.
2. Decision making in the organization shall be based on a collaborative process. The individual accountable for results shall have the authority to direct decisions or activities.
3. Authority is to be delegated to maximize the available expertise but accountability for decision-making rests with the supervisor.
4. Members of the organization must act in such a way as to maintain the integrity of relationships with, within and beyond the organization.
5. Every staff member shall promote and maintain a strong relationship of mutual trust, confidence and respect among all members of the organization.
6. Individuals in the organization shall understand their role within the organization and know the results for which they are responsible. Objectives and evaluations must be focused upon those results.
7. Communications must be kept as free and open as possible. Informal communication is encouraged as it complements the formal communication.
8. Individuals with similar positions need not have similar degrees of authority.
9. The organization shall focus on developing consistent and enabling policies and procedures that provide a common focus for all administrative units.
10. The organization acknowledges the legal requirement of a formal appeal process.

Reference: Section 18, 20, 60, 61, 95, 96, 113 School Act

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