



ADMINISTRATIVE PROCEDURE 420 ORGANIZATIONAL STRUCTURE

Background

Policies and plans will have the greatest impact on the system and decisions will be most effective when they have been arrived at “in union with the community”. A culture of cooperation and collaboration within the Division can best be developed when those concepts are modeled. Our organizational structure reflects cooperation, collaboration and clear lines of communication. Through this structure we will develop and enhance leadership capacity at all levels of system and school staff.

Channels of communication within the organization must be as free and open as possible. Any person in any part and at any level of the organization is encouraged to go directly to any other part or person in the organization for information or assistance needed to perform his/her job. Staff members are thus not restricted to the organizational chart for communications involving requests for information, advice, guidance or assistance.

Procedures

1. A Leadership Council will provide leadership at the system level as it relates to the role and responsibility statements for boards in Alberta Education documents, the System Education Plan and other initiatives directed by the Board.
 - 1.1 The Leadership Council shall be composed of the CEO/Superintendent of Schools, Chief Deputy Superintendent - Leadership Services and Human Resources, Assistant Superintendent - Business Services, Assistant Superintendent – Learning Services, Director - Facility Services, Director - Transportation Services, Director – Financial Services, Director – Human Resources, Communications Manager and Executive Assistant. The Superintendent may, from time to time, add on to the Leadership Council on an ad hoc or permanent basis other members from the Division Leadership Team.
 - 1.2 All members of the Leadership Council, except for the Superintendent, shall have equal status and consideration in terms of their point-of-view. The Superintendent, being ultimately accountable, shall have the capacity to direct a final decision.
 - 1.3 The Leadership Council shall ensure that all operations and activities are aligned with Division beliefs, values and mission and thus with the stated direction of Alberta Education.

- 1.4 The primary focus of the Leadership Council is to support the School Leadership Team and positively influence student learning and achievement.
 - 1.5 The Leadership Council members will attend as “ex-officio” members on all School Leadership Teams when invited to attend specific meetings.
 - 1.6 The Leadership Council formally reports through the Superintendent to the Board and Alberta Education.
2. A Division Leadership Team will provide a mechanism for Principal input into system planning and decision-making; where appropriate.
- 2.1 The Division Leadership Team shall consist of Leadership Council Members and Principals. Assistant Principals may be invited to be part of the Division Leadership Team on an ad hoc or permanent basis.
3. School Leadership Teams will provide leadership at the school level as it relates to role and responsibility statements for schools in the School Act, the System Education Plan and the School Continuous Improvement Plan.
- 3.1 The School Leadership Team shall be composed of the Principal and the Assistant Principals. The Principal may, at his/her discretion add additional staff members to the School Leadership Team. The Leadership Council members may be invited by the School Leadership Team to attend specific meetings and will serve as “ex-officio” members.
 - 3.2 All members of the School Leadership Team, except the principal, will have equal status and consideration in terms of their point of view. The Principal, being ultimately accountable, will have veto power.
 - 3.3 The School Leadership Team will ensure that all operations and activities are aligned with beliefs, values and mission and thus with the stated direction of Alberta Education.
 - 3.4 The School Leadership Team shall have as its primary focus the improvement of student learning, support of the individual staff members and all the efforts made toward achieving outcomes identified in the System Annual Education Plan and the School Continuous Improvement Plan.
 - 3.5 The School Leadership Team formally reports to the Principal.
 - 3.6 Members of School Leadership Teams may serve on the Leadership Council if requested.
4. Staff will provide leadership at the classroom level in areas determined by the School Leadership Team.

5. The principal will provide leadership at the school level as it relates to role and responsibility statements for the Principal in the School Act and Alberta Education documents, the System Education Plan, the School Continuous Improvement Plan and the application of the principles of site-based management.
 - 5.1 The principal, in consultation with other members of the School Leadership Team may organize additional teams within his/her school to address specific functions (i.e., Staff Leadership Teams).
 - 5.2 The principal reports to the Superintendent of schools.

Reference: Section 20, 60, 61, 96, 113, 116, 117 School Act

Developed: November 2005
Amended: May 3, 2006
Amended: November 21, 2012
Amended: February 4, 2015
Amended: November 7, 2016
Amended: September 7, 2017