

## **ORGANIZATIONAL STRUCTURE**

### **Background**

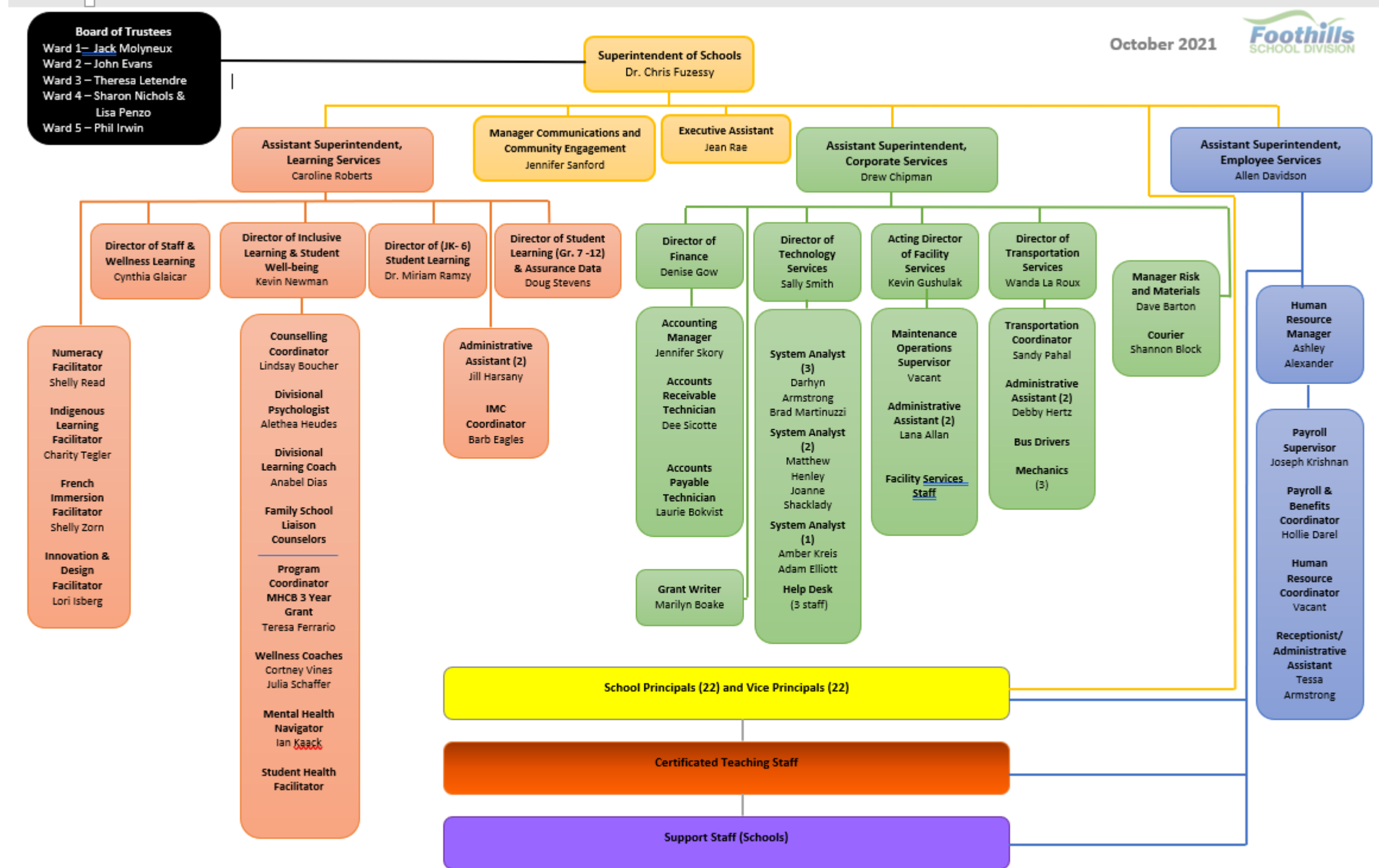
The Division believes in establishing a clear organizational structure.

### **Procedures**

1. The Superintendent will annually develop an organizational structure, to facilitate the effective and efficient operation of the Division.
2. The structure shall outline working relations, where each employee will have one (1) supervisor.
3. Direction shall directly follow the organizational structure.

Reference: Relevant Legislation & Guidelines

## ORGANIZATIONAL CHART



## Administrative Procedure 450 – Appendix B

### EXECUTIVE TEAM RESPONSIBILITIES 2020-21

SUPERINTENDENT	ASSISTANT SUPERINTENDENT LEARNING SERVICES	ASSISTANT SUPERINTENDENT EMPLOYEE SERVICES	ASSISTANT SUPERINTENDENT CORPORATE SERVICES
<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Board Administration</li> <li>• Accountability for the FSD Mission</li> <li>• System Direction and Alignment</li> <li>• Leadership Development</li> <li>• Growth, Supervision – School Based Administrators               <ul style="list-style-type: none"> <li>o IPGP/Career Planning</li> </ul> </li> <li>• Administrative Selection / Staffing</li> <li>• Public Relations and Corporate Communication</li> <li>• Board/ATA Joint Committee</li> <li>• Partnerships</li> <li>• Government Liaison</li> <li>• Policy Development</li> <li>• Stakeholder Engagement               <ul style="list-style-type: none"> <li>o Students’ Matters</li> <li>o Teachers Advisory Council</li> </ul> </li> <li>• School Improvement Planning</li> <li>• Divisional Calendar</li> <li>• School Support Team</li> <li>• First Nations, Métis, Inuit Relations</li> <li>• FAA/PD</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Services</li> <li>• School Improvement (Action Research)</li> <li>• Curriculum &amp; Instruction (P K – 12)</li> <li>• Media Services (IMC)</li> <li>• New Teacher Mentorship</li> <li>• Instructional / Learning Coaches</li> <li>• Three-Year Plan and Annual Educational Results Report (AERR)</li> <li>• School Improvement Planning</li> <li>• Staff Learning</li> <li>• Distributed Learning</li> <li>• Parental Concerns</li> <li>• Government Liaison</li> <li>• Provincial Testing Initiatives</li> <li>• Locally Developed Courses</li> <li>• Alternative Programs</li> <li>• Suspensions/Expulsions</li> <li>• Attendance Board</li> <li>• Coordinator Learning Services Meetings</li> <li>• ELL/ESL</li> <li>• Inclusive Learning (P K- 12)</li> <li>• Counselling</li> <li>• Critical Response Coordination</li> <li>• Regional Collaborative Services Delivery (RCSD)</li> <li>• Foothills Administrators’ Association/ Professional Development</li> <li>• School Support Team</li> <li>• First Nations, Métis, Inuit Relations</li> <li>• Specialized Programming</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Services</li> <li>• Human Resources</li> <li>• Payroll</li> <li>• Staffing Allocation</li> <li>• Staff Deployment and Placement</li> <li>• Teacher Staffing</li> <li>• Support Staff Staffing</li> <li>• Staffing Recruitment Plan</li> <li>• Employee Agreements</li> <li>• Negotiations</li> <li>• Grievances</li> <li>• Leadership Development</li> <li>• New Teacher Mentorship</li> <li>• New Administrator Mentorship</li> <li>• School Based Administrator Growth, Supervision and Evaluation</li> <li>• Learning and Leading</li> <li>• Administrative Staffing</li> <li>• Administering Employee Agreements</li> <li>• Parental Concerns</li> <li>• Foothills Administrators’ Association/ Professional Development</li> <li>• School Support Team</li> <li>• First Nations, Métis, Inuit Relations</li> <li>• Specialized Programming</li> <li>• Government Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Services</li> <li>• Board Liaison</li> <li>• Facility Services</li> <li>• Financial Services</li> <li>• Transportation Services</li> <li>• FOIPP</li> <li>• Student Admissions               <ul style="list-style-type: none"> <li>o Foreign / Non-Resident Students</li> </ul> </li> <li>• Legal Services</li> <li>• Government Liaison</li> <li>• School Attendance Boundaries</li> <li>• Inclement Weather/Temporary School Closure</li> <li>• Transportation</li> <li>• School Act / Regulatory Review</li> <li>• Learning Technologies</li> <li>• Employee Agreements               <ul style="list-style-type: none"> <li>o Negotiations</li> <li>o Grievances</li> </ul> </li> <li>• Government Liaison</li> <li>• First Nations, Inuit &amp; Métis Relations</li> <li>• Parental Concerns</li> </ul>

Reference: Relevant Legislation & Regulations

**DESIGNATED ROLES & RESPONSIBILITIES 2020-21**

\* Please note: APs not specifically designated above are administered by the Superintendent and Principals

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
100	Three Year Ed Plan	X	o		
101	Annual Ed Results Report	X	o		
102	School Annual Education Plans & Results Reports	X	o		
103	School Evaluations	X			
105	School-Based Decision Making	X			
110	School Councils	X			
111	Council of School Councils	X			
118	Annual Assurance Actions	X			
119	APs required Annual School Review	X			
120	Policy & Procedures Dissemination	X			
121	Development & Review of APs	X			
130	Organization of School Year	X	o		
131	School Day			X	
132	Emergency School Closure				X
140	Use of Information Technology				X
141	Portable Technology Security	X			o
144	Responsible Use of Technology	X			o
146	Social Media Code of Professional Conduct	X			o
147	Staff Digital Communications	X			o
149	Advertising on School Property	X			o
150	Media Relations	X			
151	Parental/Guardian Complaints or Concerns	X	X	X	X
152	Public Solicitation in Schools		X		

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
153	Advertising & Distribution of Materials in and Through Schools	X			
154	Political Electioneering				X
155	Event Protocol	X			
156	Visit Protocol	X			
157	Flag Protocol	X			
158	Petitions and Public Notices	x			
160	Employee Health & Safety				X
161	Communicable Diseases	X			o
162	Smoke-Free Environment	X			
163	Alcohol and Drugs	X			
165	Critical Response Plans	X	o		
166	Disease Outbreak & Pandemic Response				X
170	Bullying and Threatening Behaviour	X			
180	Freedom of Information and Protection of Privacy				X
181	Electronic Surveillance				X
185	Records Retention and Disposition				X
190	Copyright	X			
200	Organization for Instruction	X	o		
205	Controversial Issues	X			
206	Controversial Learning Resources		X		
207	Human Sexuality Education		X		
208	Religious Activities in Division School Related Functions	X			
210	Kindergarten Programs		X		
211	English as a Second Language		X		
212	French Immersion Programming		X		
213	Inclusive Education Programming	X	X		
214	French as a Second Language		x		

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
215	Off-Campus Education		X		
216	Career & Technology Studies and Career & Technology Foundations		X		
217	Knowledge and Employability Courses		X		
218	Instrumental music Programs		X		
219	Daily Physical Activity: Grades 1-9		X		
220	Alternative Educational Programs		X		
221	Locally Developed Courses		X		
222	First Nations, Métis & Inuit Education		X		
230	Use of Distributed Learning Programming		X		
231	Home Education		X		
240	Guidance and Counselling Services		X		
250	Learning Commons		X		
251	Selection of Authorized Learning Resources		X		
260	Field Trips	X			o
280	Program / Department Reviews	X	o		
290	Research Studies	X	o		
300	Attendance Age – Students	X	o		
301	International Students				X
304	Student Placement – Out of Division Programs	X	o		
305	School Attendance Areas	X			o
309	Learning Environments that Respect Diverse Sexual Orientation, Gender Identities & Gender Expressions	X			
310	Safety & Security of Students	X			
311	Physical Restraint, Seclusion & Time Out		X		

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
314	Service Dogs for Students with Special Needs	X	o		
315	Student Health and Safety	X	o		
316	Administration of Medication to Students	X	o		
317	Severe Allergies	X	o		
318	Head Lice				X
320	Student Records				X
321	Youth Criminal Justice Records	X			o
322	Legal Custody of Children	X			o
325	Child Abuse		X		
330	Student Attendance		X		
350	Student Code of Conduct		X		
351	Student Lockers				X
352	Interviews of Students by Police or Social Workers / Public Health Nurses	X			
353	Searches of Persons or Personal Property	X			
355	Student Suspension and Expulsion		X		
357	Destruction and/or Theft of Property				X
360	Assessment, Evaluation and Reporting of Student Learning		X		
361	Use of Provincial Achievement and Diploma Exam Results		X		
365	Course Challenge		X		
370	Student Awards and Scholarships	X	o		
375	Graduation Exercises	X	o		
379	Student Organizations and Clubs	X			
380	Students' Council	X			
390	Appeals	X		o	
400	Human Resource Framework			X	
400.1	Local Authorities Pension Plan			X	
401	Personnel Records			X	
402	Protection of Staff	X			

AP #	Name of AP	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
403	Harassment Prevention Reporting & Investigation	X		o	
404	Duty to Report	X			
405	Medical Examinations			X	
406	Long-Term Leaves of Absence			X	
407	Working Alone			X	o
408	Staff Grievances			X	
409	Attendance Monitoring Guidelines	X		o	
410	Employee Conduct & Conflict of Interest			X	
411	Nepotism – Employment of Close Relatives	X		o	
412	Employee Impairment and Substance Use			X	
413	Criminal Record Check & Child Intervention Record Checks			X	
415	Staff Recognition			X	
416	Tuition Loan Plan – Masters Doctorate	X			o
421	Teacher Growth, Supervision & Evaluation			X	
422	Teaching Staff Development / Learning		X		
423	Instructional Time			X	
430	Administrative Staffing	X	o	o	o
431	Leadership Quality Practice Guidelines	X		o	
432	Administrator Growth, Supervision & Evaluation	X		o	
434	Administrative Transition Support		X	X	
441	Support Staff Growth, Supervision & Evaluation			X	
442	Support Staff Professional Development		X	X	



AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
445	Conditions of Employment for Bus Drivers				X
450	Organizational Structure	X			
451	System Leadership Quality Principles (Non Teachers)				X
452	System Level Leaders Growth, Supervision & Evaluation				X
453	SERP				X
454	System Education Leader Quality Practice Guidelines		X	X	
455	System Education Leader Growth, Supervision & Evaluation		X	X	
460	Guest Teachers			X	
470	Position Classification System for Exempt Staff			X	
490	Volunteers	X			o
491	Volunteer Coaches and Supervisors	X		o	
500	Annual Division Budget				X
501	Capital Reserves - Restricted Capital Funds				X
502	Operating Reserves - Restricted Operating Funds				X
503	School Budget Allocations				X
504	Teacher Staffing Allocations			X	
505	Instructional Support Staff Allocations			X	
506	Student Fees				X
510	Financial Accountability & Audit				X
512	Petty Cash Accounts				X
513	School Monies - Safekeeping				X
514	Expense Reimbursement				X
515	Purchasing Authority				X
516	Payroll			X	
518	Disposal of Division Property				X

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
519	Surplus Land and Buildings				X
520	Fundraising Activities	X			o
525	Partnerships	X			o
526	Charitable Donations				X
530	Insurance Management				X
539	Furniture & Equipment Repair/Replacement Criteria				X
540	School Facility Capital Planning				X
541	Naming of Facilities	X			o
542	Building & Ground Maintenance				X
543	Infrastructure Maintenance & Renewal				X
544	Access to Buildings				X
545	Hazardous Chemical Management				X
546	Pest/Turf Management Control				X
547	Use of School Facilities				X
548	Use of School Facilities – Town of Okotoks				X
549	Leasing of Division Facilities				X
550	Student Transportation Services - General Conditions				X
551	Student Transportation – Special Conditions				X
552	Student Transportation – Language Immersion Programs				X
553	Co/Extra-Curricular Transportation & Charter School Bus Activities				X
554	Class IV Licensing				X
560	Use of Division-Owned Vehicles				X