



Preparing Today's Learner for Tomorrow

Administrative Procedure 1070

Organizational Plan

Board Governance Policy Cross Reference: [1, 4, 9, 10, 12, 14, 16](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division promotes optimum organizational effectiveness in the achievement of its Mission and Vision. To this end, the Board of Trustees have delegated authority to the Superintendent/CEO to direct the operations of the school division.

Organizational Principles

- The duties, responsibilities, authority, and relationships of all ISD positions shall be clearly defined and shall be understood by all concerned.
- Responsibility for routine decision-making shall go through the proper channels.
- Responsibility shall be accompanied by appropriate authority.
- All ISD positions exist for the fundamental purpose of enabling each student to realize their full potential as a contributing and responsible member of society. Every employee is expected to direct their efforts and attitude toward this end.
- Adherence to proper channels when making requests and complaints is expected, as it facilitates the work of all people concerned, and makes for better relationships within the organization.

Procedures

The ISD has adopted the following procedures to clarify lines of authority, relationships, communication, and reporting within the organization:

- The Board develops policy which sets forth the purpose and prescribes in general terms the broad goals and expectations of the Interlake School Division.
- The administrative staff applies or translates policy into action by developing specific administrative procedures and processes that directs the operations of the school system and the staff.

- School principals are responsible for ensuring that the prescribed curriculum and instructional programs are delivered, and administrative duties are performed.
- The classroom teacher is responsible for planning and teaching the curriculum, instructional programs, and performing other duties as stated in their contracts, position descriptions and administrative procedures.
- Support staff are responsible for supporting the instructional and operational facets of the organization through their position descriptions and relevant administrative procedures.
- Vertical and horizontal communication shall be encouraged to ensure continuous understanding of each facet of the organization.
- All staff must have a clear understanding of their role, the organizational structure and the lines of communication within the ISD.
- All ISD personnel are expected to refer matters requiring action to their immediate supervisors.
- All official ISD communications, administrative procedures and directives of interest to staff shall be communicated to staff members through the Superintendent/CEO or designate.
- The ISD organizational chart indicates supervisory authority within the organization (see Appendix A – Interlake School Division Organizational Chart).

Appendix A Interlake School Division - Organizational Chart

