



## Administrative Procedure 1070

### *Organizational Plan*

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

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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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.

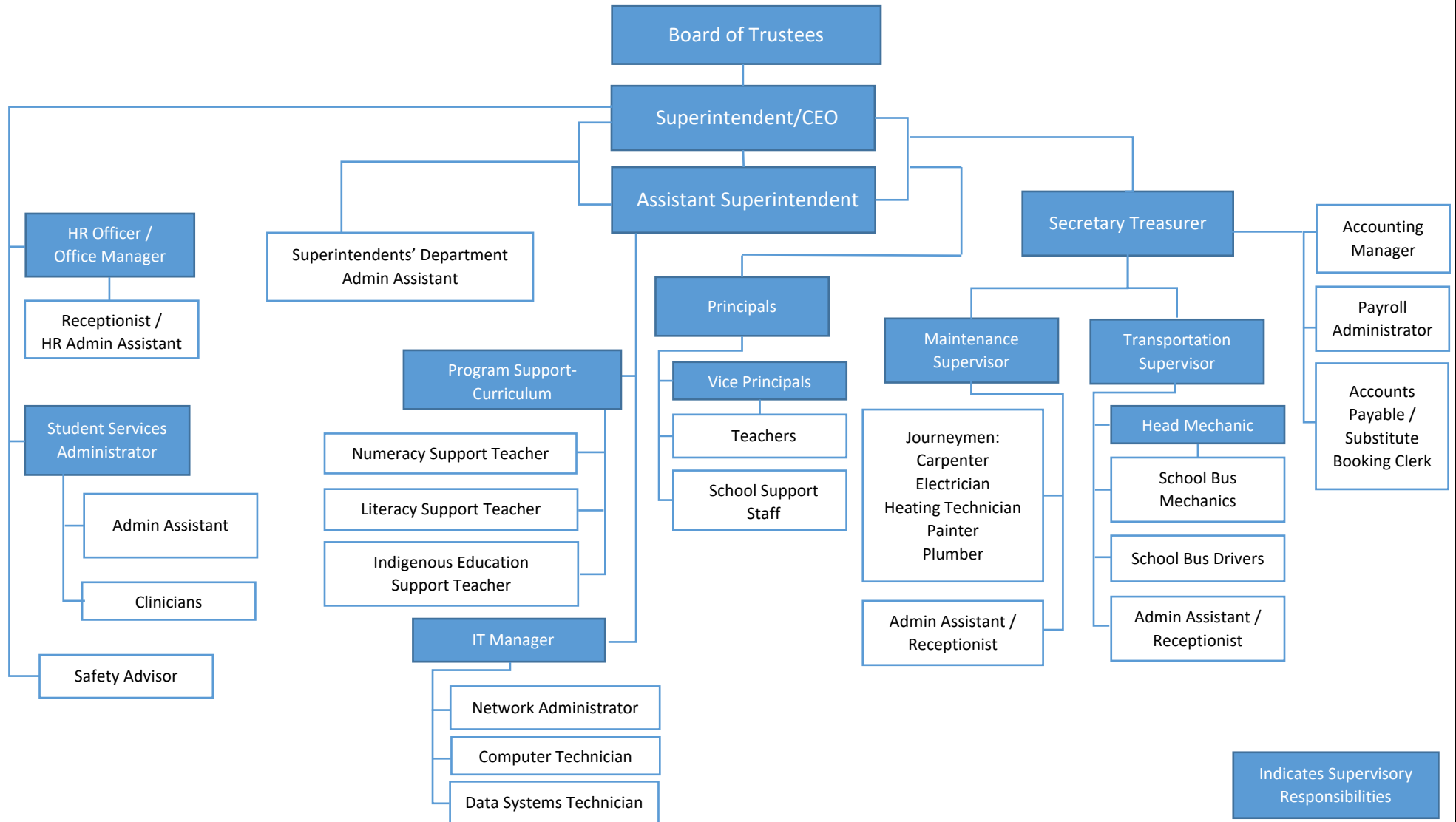
#### **Procedures**

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



Indicates Supervisory Responsibilities