

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

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Administrative Procedure 450 – Appendix B

EXECUTIVE TEAM RESPONSIBILITIES 2023-24

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

Reference: Relevant Legislation & Regulations

DESIGNATED ROLES & RESPONSIBILITIES 2023-24

* 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 | | | |
| 117 | Severe Allergies | 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 |
| 145 | Division Cell Phone Assignment & Allowances | | | | x |
| 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 |

| AP # | Title | Superintendent | Assistant Superintendent Learning Services | Assistant Superintendent Employee Services | Assistant Superintendent Corporate Services |
|------|--|----------------|--|--|---|
| 152 | Public Solicitation in Schools | | X | | |
| 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 | Illness & 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 | | |

| AP # | Title | Superintendent | Assistant Superintendent Learning Services | Assistant Superintendent Employee Services | Assistant Superintendent Corporate Services |
|------|---|----------------|--|--|---|
| 214 | Second Language Instruction | | x | | |
| 215 | Off-Campus Education | | X | | |
| 216 | Maker Centered Learning CTF & CTS | | X | | |
| 217 | Knowledge and Employability Courses | | X | | |
| 218 | Instrumental music Programs | | X | | |
| 219 | Daily Physical Activity: Grades 1-9 | | X | | |
| 220 | Alternative Programs | | X | | |
| 221 | Locally Developed Courses | | X | | |
| 222 | First Nations, Métis & Inuit Education | | X | | |
| 230 | Use of Flexible 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 | | |
| 314 | Use of Service Dogs | X | o | | |

| AP # | Title | Superintendent | Assistant Superintendent Learning Services | Assistant Superintendent Employee Services | Assistant Superintendent Corporate Services |
|-------|---|----------------|--|--|---|
| 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 | Curriculum Implementation & Learner Profiles | | 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 | | | |
| 403 | Harassment Prevention Reporting & Investigation | X | | o | |

| AP # | Name of AP | Superintendent | Assistant Superintendent Learning Services | Assistant Superintendent Employee Services | Assistant Superintendent Corporate Services |
|------|--|----------------|--|--|---|
| 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 | Drugs & Alcohol Impairment - Employees | | | 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 | |
| 424 | Hutterite Colony Roles & Responsibilities | x | | | |
| 430 | System School Leaders Staffing | X | o | o | o |
| 431 | Leadership Quality Standard | 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 | |
| 480 | Employee Cell, Smartphone & Personal Device Use | 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 |

| AP # | Title | Superintendent | Assistant Superintendent Learning Services | Assistant Superintendent Employee Services | Assistant Superintendent Corporate Services |
|------|--|----------------|--|--|---|
| 515 | Purchasing Authority | | | | X |
| 516 | Payroll | | | X | |
| 518 | Disposal of Division Property | | | | X |
| 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 |

