
ORGANIZATIONAL STRUCTURE

Background

The following document outlines the organizational structure within the Division.

Procedures

1. Senior Administration provides leadership at the Division level as it relates to the role and responsibility statements for Boards in Alberta Education documents, Board Policy, and Administrative Procedures.
 - 1.1 Senior Administration is composed of the Superintendent, Secretary Treasurer, and identified Assistant Superintendents.
 - 1.2 All members of Senior Administration, except for the Superintendent, will have equal status and consideration in terms of their point-of-view. The Superintendent, being ultimately accountable, will have the capacity to direct a final decision.
 - 1.3 The Senior Administration will ensure that all operations and activities are aligned with Division priorities, Board Policies, the Education Act and associated regulations.
 - 1.4 The primary focus of the Senior Administration is to support School Leadership Teams and positively influence student learning and achievement.
2. The Division Leadership Teams (DLTs) will provide a mechanism for assistant principal and principal input into Division planning and decision-making; where appropriate.
3. School Leadership Teams will provide leadership at the school level as identified in the Division Administrative Procedures and the Education Act.
 - 3.1 The School Leadership Team will be composed of the principal and the assistant principal(s).
 - 3.1.1 The principal may, at their discretion add additional staff members to the School Leadership Team.
 - 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 the Education Act, Board Policy and Administrative Procedures.
 - 3.4 The School Leadership Team will have as its primary focus the improvement of student learning, support of the individual staff members and all the efforts made toward achieving the outcomes identified in the Three-Year Education Plan and the School Continuous Improvement Plan.

3.5 The School Leadership Team formally reports to the principal.

3.6 The Principal reports to the Superintendent.

Reference: Section 33,52,53,68,197,204,222,225 Education Act

Approved: November 2005

Amended: May 3, 2006; November 21, 2012; February 4, 2015; November 7, 2016; September 7, 2017;
March 21, 2018; July 1, 2018; June 4, 2020