

ORGANIZATIONAL STRUCTURE

Background

The Division believes in establishing a clear organizational structure.

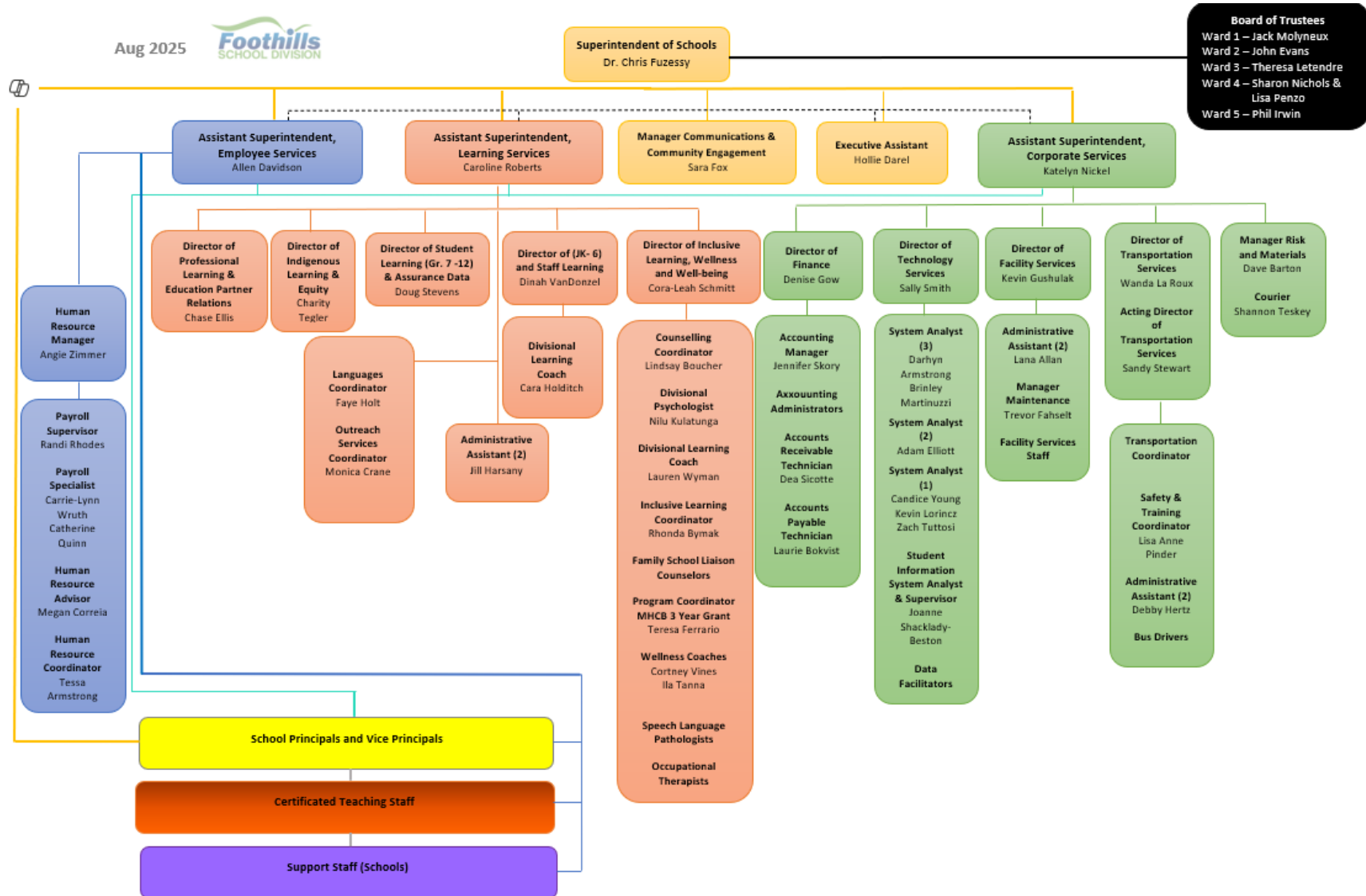
Procedures

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

Administrative Procedure 450 – Appendix A

ORGANIZATIONAL CHART



Administrative Procedure 450 – Appendix B

EXECUTIVE TEAM RESPONSIBILITIES 2024-25

SUPERINTENDENT	<ul style="list-style-type: none"> 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 IPGP/Career Planning Administrative Selection / Staffing Public Relations and Corporate Communication Board/ATA Joint Committee Partnerships Government Liaison Policy Development Stakeholder Engagement Students' Matters Teachers Advisory Council School Improvement Planning Divisional Calendar School Support Team First Nations, Métis, Inuit Relations FAA Professional Learning New Administrator Mentorship School Based Administrator Growth, Supervision and Evaluation 	<ul style="list-style-type: none"> Learning Services School Improvement Curriculum & Instruction (JK, K – 12) Media Services (IMC) New Teacher Mentorship Learning Coaches Five-Year Education 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 Learning Services Meetings EAL/French Immersion, FSL, Second Languages Inclusive Learning (JK, K-12) Counselling Critical Response School Support Team First Nations, Métis, Inuit Relations Specialized Programming FAA Professional Learning New Administrator Mentorship School Based Administrator Growth, Supervision and Evaluation Government Liaison 	<ul style="list-style-type: none"> Employee Services Human Resources Payroll Staffing Allocations Staff Deployment and Placement Teacher Staffing Support Staff Staffing Staffing Recruitment Plan Employee Agreements <ul style="list-style-type: none"> Negotiations Grievances Leadership Development New Administrator Mentorship School Based Administrator Growth, Supervision and Evaluation Learning and Leading Administrative Staffing Administering Employee Agreements Parental Concerns FAA Professional Learning School Support Team First Nations, Métis, Inuit Relations Specialized Programming Government Liaison Legal Services 	<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

Updated: June 2025

DESIGNATED ROLES & RESPONSIBILITIES 2025-26

** 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	Five 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			
159	Severe Allergies	x			
118	Annual Assurance Actions	X	o		
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
133	School Staff Meetings			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 Concern	x	x	x	x
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

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
162	Smoke-Free Environment	X			
163	Alcohol and Drugs	X			
165	Critical Response Plans	X	o		
166	Disease Outbreak & Pandemic Response				X
167	Emergency Health 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		o
200	Organization for Instruction	X	o		
205	Controversial Issues	X			
206	Controversial Learning Resources		X		
207	Ab Ed Sexual Health Curriculum		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	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		
223	Safety in Maker-Centred CTF & CTS				o
224	Athletics		x		
230	Use of Flexible Learning Programming		X		
231	Home Education		X		

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
240	Guidance and Counselling Services		X		
250	Learning Commons		X		
251	Authorized Learning Resources		X		
260	Field Trips & Student Exchanges	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
307	Student Information				x
309	Safe, Caring, Respectful & Inclusive Learning Environments that foster A Place for All	X			
310	Safety & Security of Students	X			
311	Physical Restraint, Seclusion & Time Out		X		
312	Concussion				x
314	Use of Service Dogs	X	o		
315	Student Health and Safety	X	o		
316	Administration of Medication to Students	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	Request for Information/ Interviews/ Apprehension of Students by Police or Social Workers	X			
353	Searches of Students 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			

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
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	
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	
414	Safeguarding Learner Life Work Excellence	x			
415	Staff Recognition			X	
416	Tuition Loan Plan – Masters Doctorate	X			o
417	Resignations & Retirements			x	
420	Classroom Observations by Third-Party Professionals			x	
421	Teacher Growth, Supervision & Evaluation			X	
422	Teaching Staff Development / Learning		X		
423	Instructional Time			X	
424	Hutterite Colony Roles & Responsibilities	x			
425	Role of the Teacher			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
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

AP #	Title	Superintendent	Assistant Superintendent Learning Services	Assistant Superintendent Employee Services	Assistant Superintendent Corporate Services
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