

## Administrative Procedure 100

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### ORGANIZATIONAL STRUCTURE

#### Background

The Division's organizational chart details the reporting relationships within the Division and outlines the administrative structure that has been put in place to help serve the needs of its students and their families and to make the Board's will a reality. Direction and accountability is provided as outlined in the organizational structure.

#### Procedures

1. The Director will determine and keep current the overall organizational chart for the Division.
2. The Director is responsible for the functioning of the administrative structure within the approved budget.
3. The organizational chart outlines employee responsibilities and details to whom employees will report.
4. The Director is responsible for ensuring the organizational structure is supported within the approved budget.

References: Sections 85, 87, 109, *The Education Act, 1995*

*Approved: May 12, 2014*