

Pine Creek School Division Organizational Chart

The division's organizational chart graphically illustrates the formal, fundamental relationships and functions that exist in the school division as a whole as well as those that exist between the organization's two main sectors: **Education/Instruction and Operations**.

An elected Board of Trustees is responsible for establishing **policy** that provides a framework and establishes guiding principles that set the direction for the work of school division in achieving its goals. The Board appoints senior administration, who are responsible for implementing policy through the establishment and application of clearly defined procedures, which are specific methods employed to express policies in action in day-to-day operations of the organization.

The **Superintendent** is authorized to oversee the organization's Education/Instruction Sector and the **Secretary-Treasurer** is authorized to oversee the Operations Sector.

Reporting directly to Senior Administration are Management positions in each sector: **Student Services Coordinator, School Principal, Information Technology Manager, Maintenance Coordinator, and Transportation Coordinator**.

Solid black arrows in the chart indicate the "**chain of command**", or the direct authority relationships among people working in several hierarchical levels within the organization. **Dashed blue arrows** in the chart designate lines of **ancillary authority** to supervisors holding upper hierarchical positions in the organization chart. Although not actively engaged in the day-to-day supervision of those normally supervised directly by Managers, there are occasions where those occupying upper-level hierarchical positions will be authorized to direct those in subordinate positions. Such direction would typically be in consultation with managers, but because there are occasions where a decision to deviate from the "flow" of authority must be made, approval is not a prerequisite. In that sense, the division portrays an imprecise **unity of command** (i.e. "who reports to whom") that is occasionally not as straightforward as it might appear in the organizational chart. Not shown is the extensive and complex networking that commonly occurs throughout the division, nor the informal lines of communication and influence that are vital to the efficient running of any organization.

Notwithstanding implications inherent with the dashed blue line, in order to maintain the school division's organizational structure and to avoid potential misunderstandings, it is incumbent upon all employees to maintain established protocols and to not circumvent, avoid, or bypass clearly delineated lines of authority.