
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: EAA
Policy Title: Administrative Organization
Cross Reference: BBA, GA, GCAD
Legal Reference: *Education Act, Sec. 52*
Adoption Date: November 27, 1996
**Amendment or Re-
affirmation Date:** June 15, 2009

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DELEGATES MOST OF THE DECISION AND ACTION RESPONSIBILITIES WITH THE HORIZON SCHOOL DIVISION TO THE SUPERINTENDENT AND TO OTHER ADMINISTRATORS WHO ARE RESPONSIBLE TO THE BOARD THROUGH THE SUPERINTENDENT.

REGULATIONS

1. Generally each staff member is directly responsible to the individual(s) who is in charge of a department or school within the system.
2. The Superintendent is directly accountable to the school board and in turn assumes the responsibility for all division employees.
3. The Associate Superintendents are directly accountable to the Superintendent and in turn are responsible for all employees within their areas of responsibility.
4. Division Managers are directly accountable to the Associate Superintendent who oversees their area and in turn are responsible for all employees within their department.
5. School Principals are directly accountable to the Superintendent and are responsible for all employees based at the school.