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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** EAA  
**Policy Title:** Administrative Organization  
**Cross Reference:** BBA, GA, GCAD  
**Legal Reference:** *Education Act, S.52*  
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**October 24, 2022**

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**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 THE SUPERINTENDENT DELEGATES RESPONSIBILITIES TO 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. School Principals are directly accountable to the Superintendent and are responsible for all employees allocated to their school.
3. Division Managers are directly accountable to the Associate Superintendent who oversees their area and in turn are responsible for all employees within their department, including those who may spend the majority of their time at schools, or shared between multiple schools.
4. The Associate Superintendents are directly accountable to the Superintendent and in turn are responsible for all employees within their areas of responsibility.
5. The Superintendent is directly accountable to the school board and in turn assumes the responsibility for all division employees.