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Ref #: 1302.91; 1302.101	Policy Council Approval Date: 10/29/19

COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: ORGANIZATIONAL STRUCTURE

PERFORMANCE OBJECTIVE: To maintain an organizational structure that supports the accomplishment of program objectives, and addresses the major functions and responsibilities assigned to each staff position while providing evidence of adequate mechanisms for staff supervision and support.

POLICY AND PROCEDURE:

- Job descriptions will be written and updated which reflect the major and minor job responsibilities, communication, and qualifications. Job descriptions will be signed off annually by employees.
- Each job position will be assigned to a supervisor.
- An organizational flow chart will be maintained and posted in the classrooms to visualize the chain of command.
- Management is responsible for the leadership, direction and oversight in the areas of:
 - Planning, development, and implementation of services;
 - Long and short range goals;
 - Communication between and among staff, parents and the community;
 - Community partnerships;
 - Training and team building;
 - Administration of personnel supervision.
- All staff will have the necessary education, skills, knowledge and experience to perform their assigned job responsibilities.