

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

Secondary School Organizational Model

This model recognizes the diverse needs of our students and the Catholic Secondary Schools that serve them. It places an expectation on individual School Administrative Councils to develop structures that enhance the Catholic nature and unique community of each school while optimally supporting staff and curriculum requirements.

Approved: June 27, 2000
Revised: May 25, 2004

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY MANAGEMENT PRACTICES

Secondary School Organization Model

1. Structure:
 1. Each Catholic Secondary School will have a basic complement of six department heads. It is recommended that when a school reaches 700 students an additional department head position will be required and, with each subsequent 100 students, an additional department head position created to a maximum of nine department heads. Responsibilities of these additional positions will be determined by the School Administrative Council and may include a Special Projects position.
 2. Where a Secondary Principal is of the view that a special circumstance exists in his or her school, application may be made to the appropriate Supervisory Officer for consideration.
 3. All appointments are to be three years in length. At the end of the three-year term, the position will be posted and open to all who are qualified. The Special Projects position will be a flexible term determined by the school's administration with a minimum of one year.
 4. The number of department heads will be based on the October 31st student count which may be adjusted in consultation with the School Superintendent.
2. Function:
 1. The official chairperson of the Secondary School Administrative Council will be the Principal who may choose to delegate this responsibility. The business of this group will include the following:
 - § consider school-wide issues and conduct school-wide business;
 - § carry information to and from the six to nine departments;
 - § review policies and procedures and assist the Principal in the development, revision and implementation of policies and procedures; and
 - § set goals and priorities for each school year and review progress.
 2. Although the Administrative Council must realize that the ultimate responsibility for operating the school rests with the Principal, the operation of the Council will be based on the concept of the strength of collective effort. The focus will be on decision-making through a collegial, cooperative approach.
 3. The duties of Department Heads are as referenced in The Education Act under Regulation 298 – Operation of Schools – General.

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