



Snake River Montessori School
nurturing potential

POL -2 Rev. 03

School Organization Policy

Purpose

This document describes the reporting responsibilities of Directors and employees of the School.

Responsibility

Board of Directors

Description

The SRMS organization chart provides a framework for direct reporting responsibility and indirect/communication responsibility.

Approval

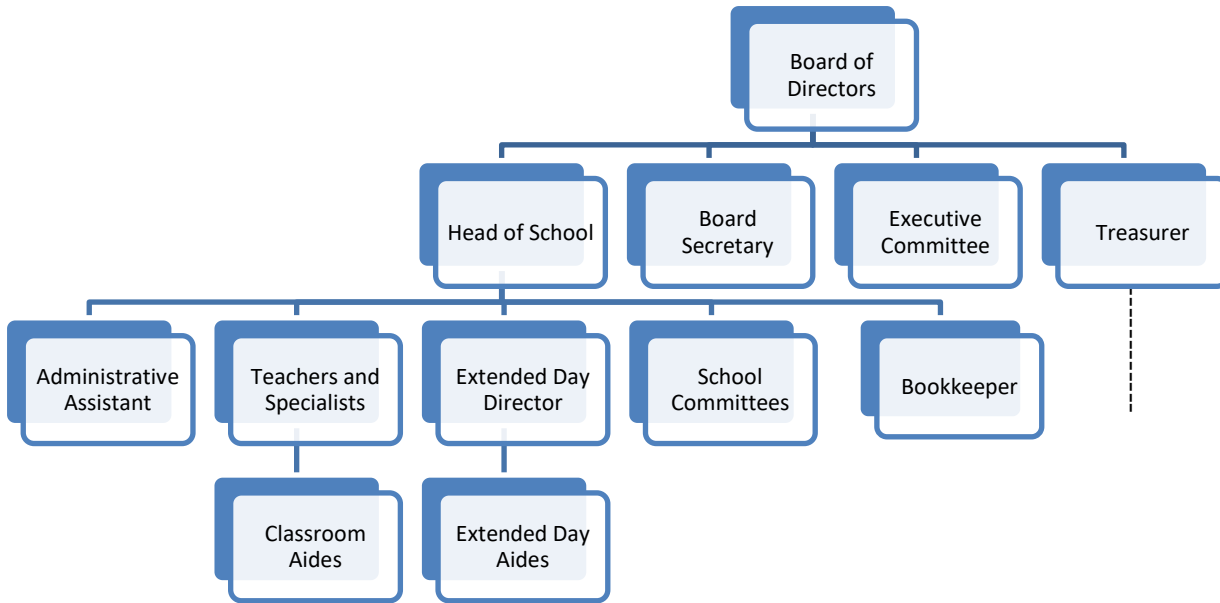
Michael Canavan
President of the SRMS Board

Barbara Turner
Secretary of the SRMS Board

Date Approved: May 16, 2012
Revised Date: March 9, 2022
Review Date: March 2025

School Organization Procedure

SRMS Organization Chart



_____Direct Reporting Responsibility

-----Indirect/Communication Responsibility

Responsibilities and Authority

Board of Directors – the Board of Directors (Board) has ultimate responsibility for all aspects of the School's operations, in accordance with the Articles of Incorporation and the By-Laws. These responsibilities include: strategic planning, establishing policies, approving the budget, approving tuition rates, hiring the Head of School, and making provision for facilities for the School.

The Board may delegate its authority and duties to subordinates. The Board is self-governing and annually elects members as described in the by-laws of the corporation. Meetings of the Board are open to all patrons of the School and the public.

Four Officers of the Board are established in the By-Laws: President, Vice President, Treasurer and Secretary. The President is the Chief Executive Officer of the School corporation, and is responsible for supervision of the affairs of the corporation and its officers. The Vice President performs the duties of President in her or his absence.

Executive Committee – the Board may establish an Executive Committee, and delegate to it authority to perform specific duties of the Board. Such authority may be added to or revoked at any time by the Board. Such duties have included but are not limited to approving minor budget alterations and approving operating procedures.

Treasurer – the Treasurer is responsible for the financial management of the School in accordance with the By-Laws and School Policies and Procedures. The Treasurer is appointed by the Board, and is an ex-officio Director. The Treasurer is responsible for maintaining the financial accounts of the School and making periodic reports to the Board and other entities. The Treasurer is also responsible for establishing financial procedures for School operations.

Secretary – the Secretary is responsible for keeping records of the Board's meetings and for certifying various Policies and documents, in accordance with the By-Laws. The Secretary is appointed by the Board, and may be a Director.

Head of School – the Head of School reports to the Board, and is responsible for, and has authority to conduct, daily operations of the School, in accordance with School Policies, Board directives, and an employment contract. The Head of School is responsible for implementing School Policies, including the promulgation of operating procedures. The Head of School may delegate authority and duties to subordinates. The Head of School is responsible for advising on and evaluating the educational aspects of the School's operations. The Head of School is hired by the Board and may be an ex-officio Director.

Teachers – the Teachers report to the Head of School, and are responsible for the conduct of their classrooms in accordance with School Policies, Procedures and their employment contract. Teachers are also responsible for directing and supervising Interns and Classroom Aides.

Classroom Aides – the Classroom Aides report to their supervising Teacher, and are responsible for duties assigned by their supervising teacher, and for complying with School Policies and Procedures.

Extended Day Director – the Extended Day Director reports to the Head of School, and is responsible for the conduct of the Extended Day program, in accordance with School Policies and Procedures. The Extended Day Director is responsible for directing and supervising Extended Day aides.

Extended Day Aides – the Extended Day Aides report to the Extended Day Coordinator, and are responsible for duties assigned by the Extended Day Coordinator, and for complying with School Policies and Procedures.

Bookkeeper – the Bookkeeper reports to the Head of School for daily financial operations in accordance with School Policies and Procedures. In addition, the Bookkeeper is responsible to the Treasurer for financial reporting and budgeting.

Administrative Assistant – the Administrative Assistant reports to the Head of School and is responsible for assigned duties, and for complying with School Policies and Procedures.

Assistant Head of School – the Head of School may hire an Assistant Head of School and delegate a portion of his/her duties to assist in the daily operations of the school. The Assistant Head of School reports directly to the Head of School and is responsible for assigned duties, and for complying with School Policies and Procedures.

School Committees – School Committees are made up of parent volunteers, who may also be performing their annual service. All Committee members, however, while on School premises or performing School functions are subject to School Policies and Procedures. All Committee work will be coordinated through the Head of School.