 <p>مدرسة ستب ون الدولية Step One International School</p>	<p><b>DEPARTMENT: OPERATION</b></p> <p><b>PROCEDURE</b></p>	<p>Doc. No. - SOP-0031 Rev. No. - 001 Rev. Date – June 2020 Page - 1 of 2</p>
<p><b>Title: Organization Chart &amp; Reporting Procedure</b></p>		

	<b>PREPARED BY</b>		<b>CHECKED BY</b>		<b>APPROVED BY</b>	
<b>Name</b>	Rim Kabbara		SMT		SMT	
<b>Position</b>	Executive Director		SMT		SMT	
<b>Signature</b>	Rim K.		SMT		SMT	
<b>Prepared</b>	SY 2018-2019	<b>Reviewed</b>	SY 2019-2020	<b>Valid until</b>	SY 2020-2021	

### 1. SUBJECT :

This procedure describes the organization chart at SIS. Procedure exists to prevent an overlap of tasks and positions among employees and to ensure a proper execution of the chain of commands.

### 2. APPLICATION DOMAIN :

The actual procedure is relative to: Executive Director / Principal

### 3. RESPONSIBILITY :

The Operation / HR department has the responsibility to apply this procedure.

### 4. DESCRIPTION:

#### ORGANIZATION CHART GUIDELINES:

An organization chart is a graphic portrayal of the school's formal hierarchical system of authority and supervision. It provides a clear picture of responsibilities and reporting relationships within the school. It is used to analyze position supervisory and reporting relationships, which are crucial in determining:

- A position's level within the structure.
- Whether a position meets and fulfil its job description.
- Whether a specific position has impact on or affects other positions.


#### REPORTING POLICY AND PROCEDURES:

SIS organization chart structure is required to be followed for all actions taken by employee at SIS and must be consistent with the reporting protocol.

## **PROCEDURE**

### **Title: Organization Chart & Reporting Procedure**

SIS organization chart includes:

- The official job title of each position at SIS
- The chain of command
- The subordinates of the position, when applicable
- Organization chart symbols:
  - A box, , indicates a position in the work unit.
  - A solid line, \_\_\_\_\_, indicates direct supervision.
  - A dashed line, \_\_\_\_\_, indicates indirect supervision.

Reporting structure refers to the authority relationships in the school-- who reports to whom. This framework establishes who is in charge of different tasks, departmental areas and the organization as a whole. These authority boundaries and the relationships among people in authority serve to create the reporting structure.

#### **Vertical Aspect**

The vertical aspect of organizational structure creates a power hierarchy. Employees only have the authority to do their individual jobs, so they're at the bottom of the hierarchy. They report to operational, academic vice principals and head of departments, whom themselves require supervision by the executive director and CEO. On the organizational chart, lines connect positions to their respective supervisors. The vertical relationships in the reporting structure are the chain of command that not only establishes accountability, it lays out the school's lines of authority and decision-making power. It ensures that every task, job position and department has one person assuming responsibility for performance.

#### **Horizontal Aspect**

The horizontal aspect of the reporting structure establishes peer relationships and those among departments. Lateral relationships affect the school's well-being, because people and sections from across the organization must coordinate efforts to further the school. The peer AD/HOD, each holding decision-making authority, need to align their resources. A structure's horizontal aspect also lays out each AD/HOD span of control. The number of subordinates who report to a AD/HOD comprise that AD/HOD's span.

#### **Evaluation**

Each employee at school is formally evaluated twice a year (End of Term 1 and Term 2) by whom they report to as per the school organization chart and as revealed by the chain of command. A self-assessment is required by the staff member before evaluation and a post conference will be conducted afterwards by the AD, HOD, and Director the staff member reports to. The employee may be placed on an improvement plan and has to abide by its recommendation for improvements before the second evaluation. As for Faculty members, they will have a pre-conference, formal evaluation and post conference and may be place on an improvement plan afterwards as well. Recommendation for employee contract renewal/termination will be discussed by the evaluator and the SMT before taking the final decision at the end of Term2.

\*AD: Assistant Director