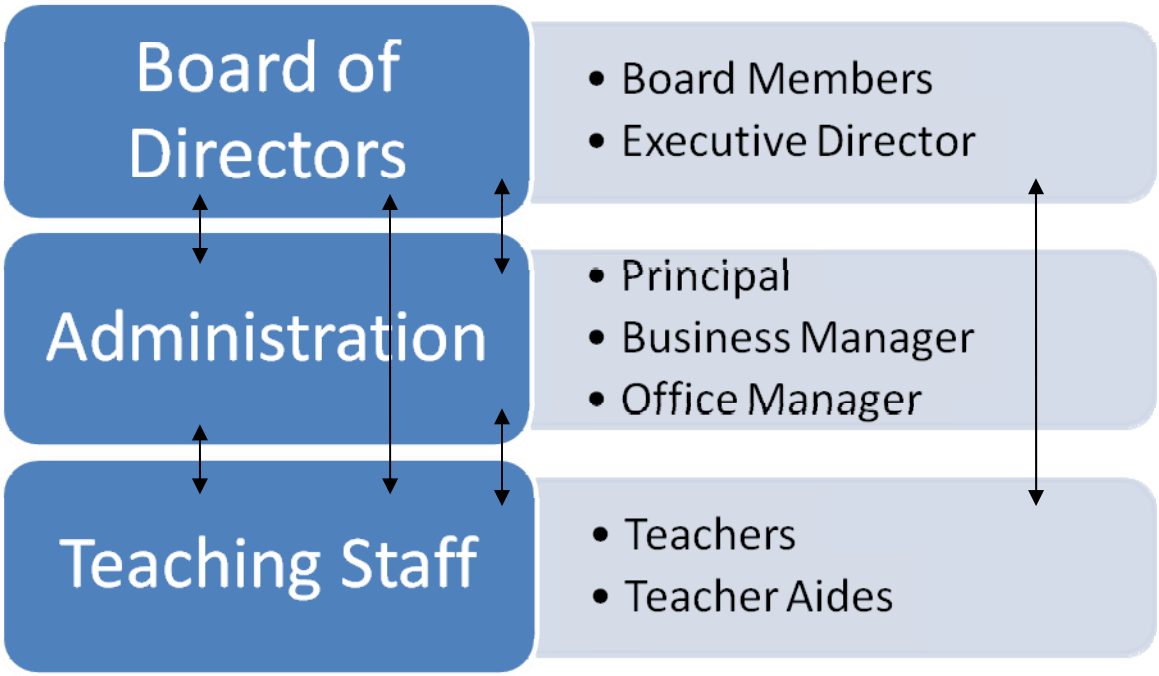
KACHINA COUNTRY DAY SCHOOL NORTH

Organizational Chart

The arrows demonstrate the flow of communication from each department in the school.



Explanation of the Chart

There are three main departments which form the structure of the organization; Board of Directors, Administration, and Teaching Staff. Although somewhat hierarchical whereby the administration would communicate with, and report to the Board of Directors, as well as the Teaching Staff communicating directly with the Administrative staff, there is an openess and plentiful opportunities whereby each department can communicate and collaborate with each other. This open communication and willingness of each department to collectively work together for the betterment of the students and other stakeholders, is a testament to the quality of the structure within the organization.

The teaching staff report to the Admistration and the Administration report to and work with the Board of Directors.

The Board of Directors

The KCDS Board of Drectors are responsible for overseeing the overall operation of the school, managing the budget, and meeting quarterly to discuss and make decisions on school-related issues. The KCDS Board are also responsible for monitoring the school's academic performance.

The Administration

The administrative staff are responsible for the day-to-day running and operation of the school. The Principal is responsible for managing the teachers, teacher aides, and students. Additional responsibilities for the Principal include working with parents and other stakeholders to ensure the best interests of the students are met and protected.

The Business Manager is responsible for the day-to-day financials of the school which includes working with vendors, managing accounts receivable, and administering payrolls.

The Office Manager is the first point of contact when people call the school or visit the school. Students also speak with the office manager when they first enter the office for any of their needs. The office manager is also accountable for managing the school programs which require payments and for preparing outgoing bills.

The Teaching Staff

The Teachers and Teacher Aides are responsible for managing and working with students and colleagues on a daily basis. Teachers follow Arizona State Standards to ensure all students are making adequate yearly progress in their academics. Teachers are also accountable for working and communicating with parents regarding the students' progress.