



ADM	The Y.W.C.A. Hioe Tjo Yoeng College	ADM-WI
Issued on 1-9-2018 / Valid until 31-8-2019	<b>Organization Structure (2018 – 2019)</b>	Page 2 of 2

### **Major Points in the school organization structure:**

#### **1. School Executive Committee (SE) composition:**

- Principal, Vice-Principals, Assistant Principal
- Coordinators of Academic & Curricular Affairs Committee (ACA) and Pastoral & Student Affairs Committee (PSA)
- Heads of Departments and/or Heads of Working Units in accordance with the major foci of the school  
*[For 2018-2021, the major foci are EMI strategies, “students’ engagement in learning” (major concern), “curriculum review”, & “IT in education”]. SE membership includes P, VPs, AP, HODs of CE, EMI and ITE]*
- Whenever necessary, other Department Heads may be invited to attend the SE meetings.
- The Chairperson of the School Executive Committee (SE) will be the Principal, and Vice-Principal will be the Deputy Chairperson, taking up an acting role when the Principal is not presiding.

2. **Roles of SE:** (1) policy making or decision making for school general administration, (2) endorsement of policies or decisions by ACA or PSA, and (3) monitoring the general operations of the school.

3. **Roles ACA and PSA:** (1) policy making or decision making concerning academic affairs or pastoral affairs, and (2) monitoring school operations concerning academic affairs or pastoral affairs.

4. **Vice-Principals:** (1) heads ACA or PSA, and (2) coordinates academic affairs or pastoral affairs of the school. Vice-Principals also acts as Acting Principal whenever necessary.

5. **Assistant Principal:** (1) heads ARS, (2) supervises the operation of General Office, and (3) oversees the general administration and operations of the school.

6. There will be regular review meetings called **School Planning & Development Review (SPDR)**. These reviews will be chaired by Principal or Vice-Principal (if Principal is not presiding) and membership included the Coordinators of PSA and ACA. When necessary, Deputy Coordinators of PSA and ACA will be invited to attend.

7. **Working Units**, led by Unit Heads, are responsible for the planning and development of the issues / schemes delegated to the units, and responsible for the implementation of or monitoring the operations of the tasks related to the issues / schemes.

8. **The Organization Structure governs the chain of authority** in school management, administration and leadership towards the accomplishment of school mission.

#### **9. Appropriate documentation is essential:**

- Sponsoring Body H.K.Y.W.C.A.: organization mission, mission related to education services;
- Incorporated Management Committee: IMC constitution, lists of School Managers, list of Office Bearers, IMC Meeting minutes;
- School Executive Committee: School Development Plans, Annual School Plans, school evaluations and reports, SE meeting minutes, general administration instructions, general working instructions, records;
- Committees: Year Plans, Programme Plans, working instructions, committee meeting minutes, departmental reports, evaluation reports, records;
- Subject Panels: Year Plans, Programme Plans, panel meeting minutes, evaluation reports, records;
- Units: unit meeting minutes, evaluation reports, records;
- Taskforces (if any): meeting minutes, evaluation reports, records.