

SCHOOL DIVISION ORGANIZATION, PHILOSOPHY, and GOALS
Organizational Charts and Department Functions
School System Organizational Charts and Department Functions

This regulation supersedes Regulation 1204.1.

I. PURPOSE

To outline the local school system department organizational charts and department functions.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been rewritten in its entirety.

III. Organizational Functions

A. School Board Office

The School Board Office provides executive administrative and technological support to the 12 members of the Fairfax County School Board. The office is responsible for maintaining official exhibit files of all School Board meetings and historical legal records. The office is responsible for maintaining the School Board web page, posting information to include School Board meeting agendas, agenda items, meeting minutes, and calendars of all School Board meetings to keep the public informed. The office is also responsible for coordinating, maintaining, and posting all current Fairfax County Public Schools policies, regulations, and notices to the web page. The School Board Office oversees the required administrative processes for student disciplinary hearings conducted by the School Board.

1. Internal Audit (see current version of Regulation 1420)

The Office of Internal Audit reports operationally to the School Board's Audit Committee. It operates as an independent appraisal function to examine and evaluate FCPS activities as a service to the School Board, the Division Superintendent, and all levels of management. In this capacity, the Office of Internal Audit conducts financial, compliance, operational, information system, and performance audits as recommended by an Audit Committee. The Audit Committee serves to promote, maintain, and enhance the independence and objectivity of the internal audit function of the school division by ensuring broad audit coverage, adequate consideration of audit or review reports, and appropriate action on recommendations. (See B.1.b.)

B. Superintendent

The Office of the Superintendent provides overall leadership and strategic direction to the school division, manages divisionwide operations, and advises the School Board on matters of policy.

1. The following functions are housed under the Superintendent.

a. Government Relations

The Office of Government Relations initiates and sustains liaison activities with state and national policymakers in order to achieve the legislative goals of the School Board and to project the positive leadership of the school division regarding education and education financing in Virginia.

b. Internal Audit (see current version of Regulation 1420)

The Office of Internal Audit operates as an independent appraisal function to examine and evaluate FCPS activities as a service to the office reports administratively to the Office of the Superintendent for authorization of leave, approval of payrolls, authorization of travel, etc. (See A.1.)

c. Division Counsel

Division Counsel is the in-house legal office for the school system. Division Counsel attorneys advise the Superintendent, the Leadership Team, principals, and program managers on a variety of legal issues; draft policies, regulations, legislation, contracts and other legal documents; represent the Superintendent in administrative hearings and in other proceedings before federal and state regulatory agencies; conduct research and gather evidence to advise, defend, or initiate legal action; negotiate with opposing counsel to resolve disputes involving employees and students; train staff members regarding legal issues and requirements; coordinate the work of outside counsel and monitor legal fees.

2. The Superintendent and the chief of staff directly supervise the following departments.

a. Communications and Community Outreach

This department is responsible for four areas: (a) official school system communication through the media, the division web site, television station, and print and online publications; (b) community engagement and dialogue; (c) business partnerships and relations; and (d) family involvement in and support of their children's education. The department works closely with the School Board and the Superintendent in developing and carrying out communication strategies on key issues.

b. Facilities and Transportation Services

The mission of the Department of Facilities and Transportation Services is to provide school, administrative, and support facilities that are clean, safe, energy efficient, sustainable, comfortable, and conducive to efficient and effective educational and support activities; to provide safe and efficient student transportation; and to protect students, employees, grounds, and property.

The department continues to focus on providing adequate and appropriate instructional and administrative facilities to meet the needs of students, faculty, staff members, and community users. It manages the processes and information necessary to ensure the efficient and effective accommodation of students and their educational programs. Facility construction and maintenance is provided in the most efficient and cost-effective manner and in accordance with FCPS educational specifications and with applicable mandates governing building codes, special accommodations, and safety and security considerations. The department provides safe and efficient transportation to eligible students, including special needs students, and ensures that buildings are kept secure and that students, staff members, and visitors are safe. Environmental stewardship is an important focus within all departmental programs.

c. Financial Services

The Department of Financial Services furnishes clear, accurate, timely, and relevant financial information and analysis to help the School Board, the Leadership Team, and other stakeholders in sound decision making; establishes, implements, and monitors internal controls; provides accurate and timely payment of payroll related obligations; and ensures the fiduciary integrity of the divisionwide financial system. By complying with federal and state regulations; adhering to best practices; utilizing fair competition in the purchase of goods and services; evaluating financial and business management practices; performing risk assessments; and recommending and implementing improvements and best practices, the Department of Financial Services demonstrates fiscal responsibility and provides efficient and quality services to FCPS. The Department of Financial Services also offers a world-class, financially self-supporting child nutrition program; provides a variety of healthful food choices to ensure students' readiness to learn; educates stakeholders in an ever-changing global society with the nutrition knowledge and skills necessary to value a healthy lifestyle; and provides meals to community programs.

d. Human Resources

The mission of the Department of Human Resources (HR) is to build, serve, and retain a world-class workforce committed to educational excellence. FCPS will provide an exemplary employee workplace through a model of responsive and efficient human resources services.

The department is responsible for ensuring a discrimination-free workplace for all applicants and employees; recruiting, selecting, and retaining a talented and diverse work force; monitoring and ensuring the supervision and performance

evaluation programs for all employees; providing all employees competitive and comprehensive benefits and compensation; and recognizing, honoring, and celebrating the contributions and achievements of successful employees.

e. Information Technology

The Department of Information Technology (IT) enables the highest possible academic success by Fairfax County Public Schools (FCPS) students through aggressive information technology leadership and delivery of effective and proactive information technology products and services in support of all instructional, administrative, and support programs. IT plans, identifies, evaluates, assesses, and integrates new and emerging technologies into the FCPS information technology environment; supports all major, mission-critical information systems and implements new systems; designs, installs, operates, and maintains all network infrastructure, life safety, and communications systems; provides a single point-of-contact Customer Service Center, systemwide application support, project management, front-line technology support, and state-of-the art multimedia services.

C. Deputy Superintendent

Reports to the Division Superintendent and helps the Superintendent provide leadership and strategic direction to the school division.

1. The following functions are housed under the deputy superintendent.

a. Hearings Office

The Superintendent's Hearings office conducts expulsion hearings, exclusion hearings, and suspension appeal hearings regarding student discipline issues; conducts Superintendent-level hearings for employee grievances; provides resource assistance to schools and offices; serves as liaison to schools, offices, and outside agencies in areas of safety, youth violence, and certain legal issues; responds to questions from the public; and coordinates discipline recommendations at the Superintendent's level and to the School Board.

b. Student Activities and Athletic Program

The Student Activities and Athletics program is an integral part of the total elementary, middle, and high school education program. Fairfax County Public Schools stresses the importance of providing a well-balanced activities program to augment the learning activities of the classroom. The student activities program is a progressive experience that will prepare students for the challenges of adult life. Opportunities are provided at all levels and include participation in activities such as safety patrols, publications, student government, performing arts, honor societies, and special interest clubs, in addition to opportunities for student growth and enrichment through athletics.

2. The deputy superintendent directly supervises the following departments and offices.

a. Cluster Offices

The cluster office provides instructional and operational leadership to schools and promotes open communication among educators, parents, support staff members, and School Board members. The charge of the cluster office is to ensure educational excellence, equality, and high expectations for student achievement in a safe learning environment.

The cluster assistant superintendent: Is responsible for student achievement; directs the monitoring and assessment of the achievement of each school within the cluster; visits schools on a regular basis; partners with the Department of Accountability to review, monitor, and evaluate school plans; and makes recommendations for improved student achievement.

Coordinates the planning, development, implementation, and evaluation of instructional programs and resources at the cluster level; ensures that the instructional needs of each school are addressed promptly and completely; reviews proposals for new educational or administrative programs; and supports the implementation of approved programs.

Acts as a broker or advocate with FCPS departments for all schools and ensures the implementation of FCPS policies and procedures and compliance with state and federal mandates.

Recommends the appointment of principals and selects cluster staff personnel; evaluates principals and cluster staff members; mentors school-based administrators and teacher leaders; and ensures provision of appropriate staff development opportunities.

Acts as a liaison with parents and parent groups, civic agencies, and related community groups and maintains oral and written communications; provides essential feedback from the community to the schools; recognizes and is sensitive to the multicultural needs of schools, staff members, and communities; ensures articulation and communication within the cluster; maintains communication and cooperation with other clusters; maintains liaison with appropriate government agencies and professional groups; and serves on advisory boards and committees.

Allocates discretionary school resources.

Serves as a member of the Superintendent's Leadership Team; chairs and serves on system initiatives.

b. Accountability

The mission of the Department of Accountability is to provide information, tools, systems, and methods enabling the school division to perform at the highest academic and operational levels. The department supports the School Board, Superintendent, Leadership Team, schools, and offices to achieve a divisionwide

culture of continuous improvement and accountability. Department functions include supporting division strategic and school planning, conducting performance measurement and monitoring activities, administering student testing, performing program evaluations, and providing minority student achievement liaison services.

c. Instructional Services

The mission of the Instructional Services Department is to lead and guide instruction by developing and supporting programs and practice to maximize learning. The department provides instructional leadership, curriculum development, and support for preschool programs, elementary, middle, and high school instruction, ESOL and language programs, adult education, and technology programs.

d. Special Services

The Department of Special Services provides a planned program of instructional, psychological, social, and related services to help schools meet the unique needs of identified students and their families. The department provides a network of support to staff members, students, and families that eliminates obstacles, facilitates instruction, and enables students to succeed as individuals within the learning environment. The mission of the department is to ensure the academic success of all students and to support the health and emotional well-being of the school community. Through instructional leadership, curriculum development, program evaluation, staff development, and a continuum of support for alternative, special education, and student services programs, the department ensures that all programs and services in schools are supported and able to comply with their legal and personnel requirements. The department supports schools in providing differentiated instruction, positive behavior approaches, and effective inclusive school environments.

e. Professional Learning and Training

The overriding goal of the Department of Professional Learning and Training is to create both a structure and a focus to provide comprehensive professional learning opportunities for all FCPS employees and to find ways of embedding that learning within schools and departments. The Office of Professional Practice and Training provides horizontal professional development to enable an employee to excel in their current position. The Office of Leadership Development provides vertical professional development to enable an employee to acquire skills for future roles.