EDUCATION INTERNAL MANAGEMENT POLICY

Policy Type:	Education Department	**Initially Approved:**	03/30/2026 BCM WFN 25/26-03-364
Policy Sponsor:	Education Department	**Last Revised:**	03/30/2026
Primary Contact:	Education Services Manager	**Review Scheduled:**	04/2027
Approver:	Chief and Council BCM WFN 25/26-03-364		

1. Purpose

The purpose of this policy is to establish a clear framework for the internal management, accountability, and operational oversight within the Educational Department. This policy supports consistent, transparent, and effective administration of education services while ensuring compliance with organizational, funding, and legal requirements.

2. Scope

This policy applies to all Education Department staff and, where applicable, contractors and service providers engaged by the Education Department. This policy governs internal operations only and does not replace Council-level governance, human resources policies, or financial authorities established elsewhere by WFN.

3. Authority and Governance

The Education Department operates under the authority delegated by WFN. Day-to-day operational authority is vested in Education Administration, which includes the Education Services Manager and the Education Director.

The Education Administration is authorized to:

- Manage Education Department day-to-day operations.
- Establish, implement, and amend internal procedures, guidelines, and tools.
- Assign duties and responsibilities to Education Department Staff.
- Require reporting and documentation to support accountability and oversight.
- Monitor compliance with policies, procedures, and funding requirements.

The Education Administration provides oversight of the department and receives reports as required to fulfill organizational accountability obligations.

4. Roles and Responsibilities

4.1. Education Administration (EdD and ESM)

The Education Administration are responsible for:

- Overall management and administration of the Education Department.
- Ensuring compliance with applicable policies, procedures, and funding agreements.
- Reporting to the Executive Director and Chief and Council.
- Implementing internal controls, procedures, and monitoring mechanisms.
- Reviewing reports submitted by Education Department Program Leads.

4.2. Program Leads

Program Leads are responsible for:

- Managing assigned programs in accordance with departmental policies and procedures.
- Supervising and supporting program staff.
- Monitoring program delivery, outcomes, and compliance.
- Receiving, reviewing, and addressing reports from program staff.
- Summarizing program staff reports and submitting program reports to Education Administration.
- Submitting required reports and documentation to Education Administration.
- Creating, reviewing, and working with Education Administration to implement program policy and procedures.

4.3. Program Staff

The program staff are responsible for:

- Complying with this policy and all applicable procedures.
- Completing assigned duties in accordance with established expectations.
- Submitting required reports and documentation accurately and on time.

5. Reporting and Accountability

Education Department staff are required to comply with established reporting and accountability requirements. Reporting obligations, formats, and timelines are defined in supporting procedures.

Failure to comply with reporting requirements may result in corrective action in accordance with organizational policies.

6. Financial and Program Oversight

The Education Department shall administer programs and funding in accordance with approved budgets, funding agreements, and organizational requirements. Program monitoring and documentation are required to support accountability, audits, and evaluations.

Detailed financial and program management processes are outlined in supporting procedures.

7. Records Management and Confidentiality

Education Department staff shall maintain accurate, complete, and secure records. Student and family information is confidential and must be handled in accordance with applicable privacy requirements and organizational policies.

Records shall be retained, stored, and disposed of in accordance with established record management requirements.

8. Internal Asset Management

The Education Department is responsible for the appropriate use, care, and control of internal assets required to deliver education programs and services.

Internal assets may include, but are not limited to:
- Keys and related access devices.
- Vehicles and transportation-related assets.
- Equipment, technology, and furnishings.
- Program-specific materials and tools.

Education Administration is authorized to establish and enforce procedures governing the assignment, use, tracking, maintenance, and return of internal assets.

Staff are required to comply with all asset-related procedures issued under this policy. Failure to comply may result in corrective action, and where applicable, recovery or restriction of asset access.

Asset management procedures are intended to support accountability, safety, continuity of operations, and risk mitigation.

9. Compliance and Risk Management

The Education Department shall comply with all applicable funding agreements, legislation, and organizational policies.

Risk management practices shall be implemented to identify, mitigate, and address operational and compliance risks.

10. Procedures and Supporting Documents

The Education Services Manager, in coordination with Program Leads, may issue procedures, guidelines, templates, and tools to support the implementation of this policy. All procedures issued under this policy are binding.

Procedures may be updated or amended as required without revision to this policy.

11. Review and Amendment

This policy shall be reviewed periodically to ensure continued relevance and effectiveness. Responsibility for review rests with the Education Administration.

12. Revision History

Date (mm/dd/yyyy)	Motion