Revised March 1, 2018

MANUAL OF ADMINISTRATIVE POLICIES

MODULE 3

CENTRAL ADMINISTRATION

- ADMINISTRATIVE STRUCTURE
- DIRECTOR OF EDUCATION
- SUPERINTENDENTS
- SENIOR LEADERSHIP TEAM
- BONDING OF EMPLOYEES
POLICIES

AP 301  ADMINISTRATIVE STRUCTURE

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**Administrative Policy No. 301**

**Administrative Structure**

The administrative structure of the school division is displayed in the organizational chart, and reflects the Board’s strategic governance model.
**ADMINISTRATIVE POLICY NO. 302**

**DIRECTOR OF EDUCATION**

The Director of Education is the Chief Executive Officer of the Board of Education. The Director is accountable to the Board for carrying out its system goals and directing school division operations. The Director is to provide leadership in educational administration and instructional programming.

**PROCEDURES**

1. **Board-Staff Relationship**
   
   a. Authority and responsibility to manage the operations of the school division is delegated by the Board to the Director of Education.
   
   b. Authority and responsibility is delegated to staff by the Director of Education.
   
   c. All accountability of staff is firstly through the Director of Education. Refer to Board Procedure 104 – Director of Education, Senior Administration and All Other Staff.

2. **Responsibilities**
   
   a. The Director of Education is responsible for achieving the Board’s Foundation and Direction policies and complying with its Limitations on Operations policies and other directives from the Board.
   
   b. The Director is to ensure that the treatment of all students, parents, staff, and community members within the division is in accordance with the Board’s Guiding Principles.
   
   c. The Director is to ensure that schools offer programs that support and enhance the education of students.
d. The Director is to ensure budget priorities and expenditures are responsibly maintained, and material assets protected.

e. The Director is to ensure that the Board of Education remains informed regarding matters of the school division.
**Administrative Policy No. 303**

**Superintendents**

The Superintendents and their line staff assist the Director of Education with the organization, administration, and supervision of the school division.

**Procedures**

1. **Appointment**
   
   a. The recruitment and appointment procedures for these positions are determined through the use of *Board Procedure 104 – Director of Education, Senior Administration and All Other Staff*.

   b. Candidates selected for consideration are to demonstrate personal leadership qualities and professional expertise, as well as a high degree of commitment to the values, ideals, and practices of the school division.

   c. Director authorized appointments are reported to the Board by the Director.
2. **Role**

Persons occupying these positions are to:

a. Provide leadership and expertise in influencing the priorities, practices, and general direction of the school division and within their areas of responsibility.

b. Oversee all duties and functions assigned within their areas of responsibility.

c. Engage personnel for their areas of responsibility subject to the approval of the Director.

d. Advise personnel within their areas of responsibility.

e. Define the core function and specific duties of personnel within their areas of responsibility.

f. Evaluate personnel, be accountable for their performance, and determine their employment status with the division.

3. **Contract**

The contract of employment for these positions is to pertain to:

a. Relationships
b. Authority
c. Duties
d. Compensation
e. Benefits
f. Contract Review
g. Termination
h. Other Mutually Agreed Items
4. Assessment

The Director of Education is to conduct an annual performance review of the Superintendents. The review is to address the importance of mutual understanding and support for:

a. The Board’s policies and operational procedures.

b. The role of senior staff.

c. Harmonious working relationships.
ADMINISTRATIVE POLICY NO. 304

SENIOR LEADERSHIP TEAM

The Leadership Team is a means of facilitating effective and efficient administration for the Board and school division.

PROCEDURES

1. The membership of the Senior Leadership Team includes the Director of Education, Deputy Director, Superintendent of Student Services, Superintendent of Special Education, Superintendents of Curriculum and Instruction and Accountability, Superintendent of Human Resources, Chief Financial Officer, Controller and Managers. Refer to Administrative Procedure 301 – Administrative Structure.

2. The Senior Leadership Team is to ensure greater system effectiveness.

3. The Senior Leadership Team is to employ a team approach to allow for creation and implementation of solutions and direction utilizing the following teams:

   - Educational Leadership Team
   - Business Leadership Team
ADMINISTRATIVE POLICY NO. 305

BONDING OF EMPLOYEES

The Education Act, 1995 requires that the Chief Financial Officer provide a guarantee bond to the Board.

PROCEDURE

1. The Chief Financial Officer is to ensure that a Commercial Blanket Bond is maintained in such an amount as the Board determines.