

**MANUAL OF ADMINISTRATIVE POLICIES**

**MODULE 3**

**CENTRAL ADMINISTRATION**

- ADMINISTRATIVE STRUCTURE
- DIRECTOR OF EDUCATION
- SUPERINTENDENTS
- EXECUTIVE COUNCIL
- BONDING OF EMPLOYEES

**POLICIES**

AP 301 ADMINISTRATIVE STRUCTURE

AP 302 DIRECTOR OF EDUCATION

- Board-Staff Relationship
- Responsibilities

AP 303 SUPERINTENDENTS

- Appointment
- Role
- Contract
- Assessment

AP 304 EXECUTIVE COUNCIL

- Function
- Membership

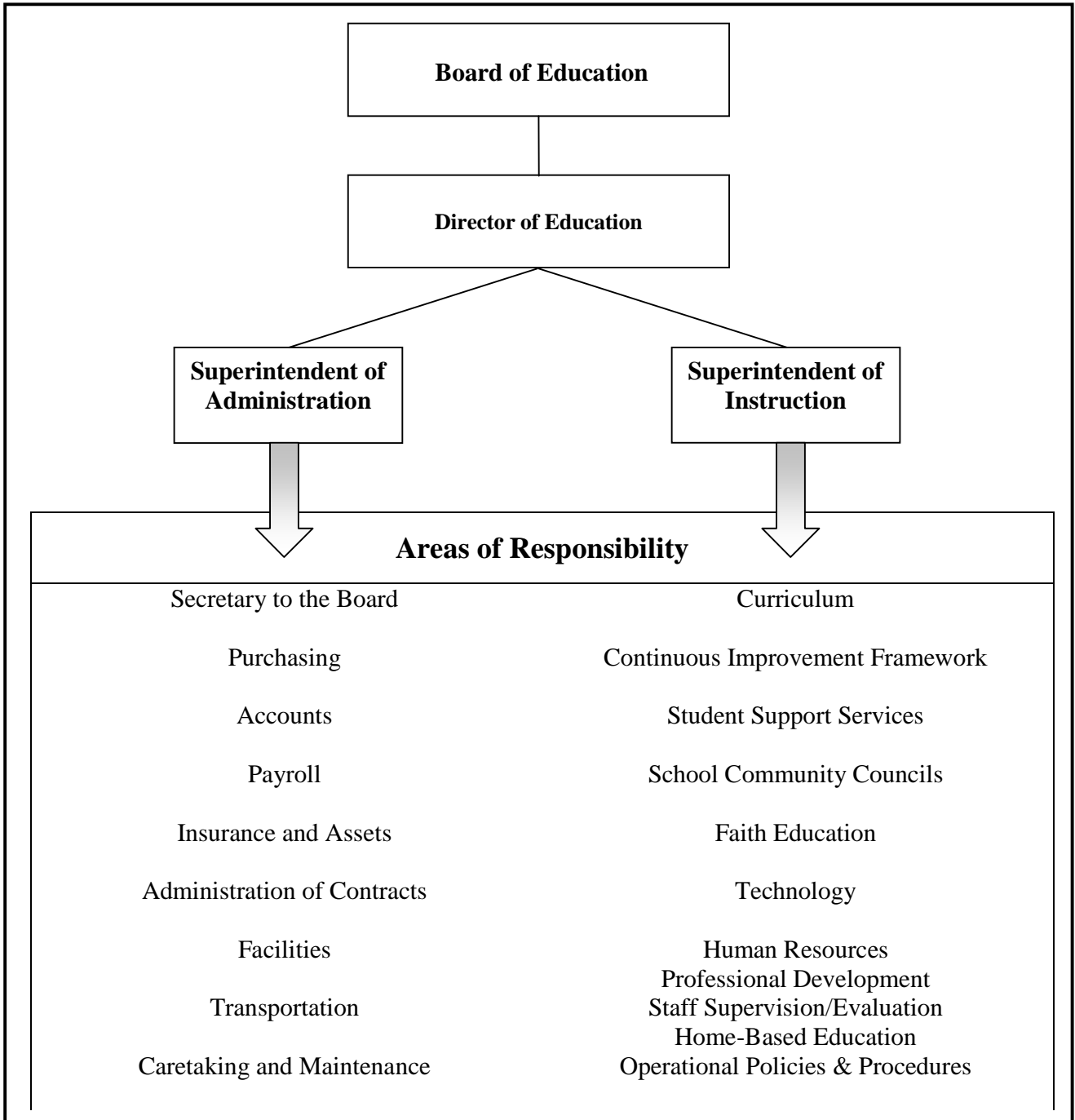
AP 305 BONDING OF EMPLOYEES

***ADMINISTRATIVE POLICY 301***

ADMINISTRATIVE STRUCTURE

The administrative structure of the school division is displayed in the ORGANIZATIONAL CHART. The structure reflects the Board's strategic policy governance model.

## Light of Christ Roman Catholic Separate School Division



**ADMINISTRATION POLICY 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 education administration, instructional programming and Catholic education.

**PROCEDURE****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 through the Director of Education.

**2. Responsibilities**

- a. The Director of Education is responsible for achieving the Board's *Foundations and Direction* policies and complying with its *Limitations On Operations* policies.
- 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 Catholic faith principles as articulated in the Board's *Guiding Principles*. Concomitantly, the Director is to ensure that all students and staff are aware that they are accountable to act 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 pertinent matters of the school division.
- f. The Director is to serve as a positive witness to the teachings of Christ and the Catholic church.

**ADMINISTRATIVE POLICY 303****SUPERINTENDENTS**

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

**PROCEDURE*****1. Appointment***

- a. The recruitment and appointment procedures for these positions are determined by the Director in consultation with the Board.
- b. Candidates selected for consideration must 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. Specific requirements for each position with respect to academic training, work experience, and professional involvements are determined by the Director in consultation with the Board.
- d. Selection procedures are determined jointly by the Board and Director.
- e. 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 within 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 as to line and staff relations.
- 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 Board.
- g. The superintendent is to serve as a positive witness to the teachings of Christ and the Catholic church.

### **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 Executive Council members. The review is to address the importance of mutual understanding and support for:

- a. The Board's policies and operational procedure.
- b. The role of senior staff.
- c. Harmonious working relationships.

**ADMINISTRATIVE POLICY 304**

EXECUTIVE COUNCIL

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

**PROCEDURE**

1. The membership of the Executive Council is the Director of Education and the Superintendents.
2. The Executive Council is to ensure greater system effectiveness.
3. The Executive Council is to employ a team approach to allow for creation and implementation of solutions and direction.

**ADMINISTRATIVE POLICY 305**

BONDING OF EMPLOYEES

The *Education Act, 1995* requires that the Superintendent of Administration provide a guarantee bond to the Board.

**PROCEDURE**

1. The Superintendent of Administration is to ensure that a Commercial Blanket Bond is maintained in such an amount as the Board determines.