

ADMINISTRATIVE PROCEDURE DEVELOPMENT

Background

In carrying out the directives of the Board of Trustees and the Minister of Education, the Superintendent is responsible for developing and distributing Administrative Procedures. Administrative Procedures support the Board's responsibility to provide a complete offering of educational opportunities delivered within the context of Catholic teachings and traditions. The Superintendent shall be guided by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with Board policy, the *Education Act*, and provincial or federal legislation.

Procedure

1. Draft administrative procedures will first be reviewed by the Senior Administrative Leadership Team then brought to the Learning Leadership Team for feedback and discussion. Administrators in the Division will share the draft with staff to gather feedback, which will be considered in the development and implementation of the procedure.
2. All procedures will be discussed and vetted through the Senior Administrative Leadership Team and will be reviewed by the Learning Leadership Team.
3. The draft procedure will also be forwarded to the ATA Local 5 as well as CUPE 290 and CUPE 1825 Presidents for information.
4. All feedback will be reviewed by the Senior Administrative Leadership Team and moved into the final version.
5. The final approved Administrative Procedure is reported as information to the Board.
6. The Superintendent shall ensure that Administrative Procedures are periodically reviewed by the Senior Administrative Leadership Team in order to determine if the procedures remain relevant and continue to address operational needs.
7. The Superintendent has delegated to the principal the authority to undertake an immediate administrative action in the absence of administrative procedure or guideline.

References: *Holy Spirit Board Policy 8 & 10*
Section 33, 222 of the Education Act