



BOARD DELEGATION OF AUTHORITY

The *Education Act* permits the Board to delegate certain responsibilities and powers to others. Accordingly, the Board authorizes the Superintendent to perform any act, fulfill any responsibility, or exercise any power that the Board may or must carry out, except for those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated.

This delegation of authority to the Superintendent includes:

- All responsibilities and authorities assigned under the *Education Act*, its Regulations, and any other applicable legislation or regulations;
- The ability to develop and implement Administrative Procedures, practices or regulations that align with Board policies necessary to carry out the delegated authority; and
- The authority to sub-delegate responsibilities or powers as required to ensure effective administration of the school division.

The Board retains the authority to make decisions on specific matters that require Board approval. These matters are outlined in Board policies, and may be amended from time to time.

Any new provincial, regional or local initiatives must be presented to the Board for initial discussion and determination of the appropriate decision-making authority.

The Superintendent of Schools is directed to develop Administrative Procedures to fulfill the Board's obligations stemming from any federal or provincial legislation other than the *Education Act*.

1. The Superintendent is authorized to suspend from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *Education Act*, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board.
3. The Superintendent is delegated the authority to develop, implement, revise, and rescind all Administrative Procedures that are consistent with the *Education Act*, Regulations and Alberta Education policies and guidelines.

To support the Board's governance role, the Superintendent will ensure that Administrative Procedures are developed in all operational areas of the division. The Superintendent's authority covers all operational areas, and the Superintendent will ensure that Administrative Procedures exist for the following areas:

- 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses, and to advise the Board accordingly
- 3.2 French as a Second Language and French Immersion

- 3.3 Inclusive Education
 - 3.4 Services for Students and Children
 - 3.5 Home Education
 - 3.6 Early Childhood Services
 - 3.7 Outreach Programs
 - 3.8 Knowledge and Employability Programs
 - 3.9 Off-Campus Education
 - 3.10 English as a Second Language
 - 3.11 Guidance and Counselling
 - 3.12 Student Evaluation
 - 3.13 Teacher Growth, Supervision and Evaluation
4. The Superintendent is delegated the authority to act in the absence of Board policy in cases where an emergency action must be taken in accordance with the following:
 - 4.1 The action must be taken with regard to the tenor of the Board's philosophy.
 - 4.2 The Superintendent must inform the Board promptly of such emergency action.
 - 4.3 The Superintendent shall inform the Board of the need for a policy in the event of future occurrences.
 5. The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
 6. The Superintendent is delegated the authority to deal with appeals under Section 42 of the *Education Act*.
 7. Without restricting, in any way, the general authority of the Board of Trustees, the Superintendent has been delegated the management of the school division.
 8. Notwithstanding, the Superintendent may be delegated other duties, as assigned by the Board of Trustees.

References **Sections 33, 42, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222 *Education Act***