DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

Belief

The Division believes that a regular review of administrative procedures, with opportunity for input by stakeholders, leads to effective operations within the Division.

Guidelines

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on an annual basis.

2. Reviews will ensure that each administrative procedure meets the following criteria:
   2.1 Each procedure is the responsibility of administration as delegated by the Board or as defined by legislation,
   2.2 Each procedure is consistent with the division’s strategic direction outlined in the Strategic Plan,
   2.3 Each procedure reflects an empowered organizational structure, and
   2.4 Each procedure ultimately ensures clear and consistent direction for Division and site administration.

3. The annual review of administrative procedures shall solicit input from trustees, teachers, Division office personnel, school councils, and administrators.

4. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, school council, administrator, or a staff member where that individual is personally affected by the procedure. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.

5. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. It is expected that in most instances the Superintendent or a Division administrator with direct responsibility in that area and a site-based administrator selected by the Superintendent will carry out such a review.

6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference: Section 60, 61, School Act