

## ADMINISTRATIVE PROCEDURE NO. 121

### ADMINISTRATIVE PROCEDURE DEVELOPMENT

#### Background

The Superintendent is responsible for providing the Division with administrative procedures to support Board policies. These will support the Board responsibility to provide a complete offering of learning 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 *School Act*, and provincial legislation.

#### Procedure

1. Any employee, taxpayer, parent, or student of the Division may make suggestions regarding the possible development of an administrative procedure on any matter.
2. Administrative procedure may also be initiated by the results of a public consultation or survey, needs assessment, or administrative procedure evaluation.
3. Draft administrative procedures will be forwarded to all administrators in the Division to share with staff and gather feedback. The draft procedure will also be forwarded to the local ATA President for information. As well, draft procedures will be forwarded to School Councils for their review.
4. If the administrative procedure affects staff (teaching or non-teaching), the Superintendent shall ensure the opportunity for feedback is available by posting the draft administrative procedure to Division News one month prior to the Administrators' Council considering the procedure. Schools will be required to add the item to the school agendas and seek input from staff. Such input will be considered in the development and implementation of the procedure.
5. All procedures will be discussed and vetted through the Administrators' Council.
6. The Superintendent shall ensure that each administrative procedure has a specified date by which the administrative procedure must be evaluated by the Administrators' Council in order to determine if it has brought about the intended result and is to be maintained or deleted.
7. The Superintendent has delegated to the principal the authority to undertake an immediate administrative action in the absence of administrative procedure or guidelines.
8. New or revised administrative procedures will be shared for information with all staff using Division News and with trustees using Trustee News.