



ADMINISTRATIVE POLICY No. 303

IMPLEMENTATION FALL 2006

SUPERINTENDENTS

Superintendents assist the Director of Education with the organization, administration, and supervision of Prairie Spirit School Division.

PROCEDURES

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.
- d. Selection procedures are determined by the Director of Education.
- e. Appointments are reported to the Board of Education by the Director as information items.

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 division.

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 and,
- h. Other Mutually Agreed Items

4. Assessment

The Director of Education is to conduct an annual performance review of Round Table members. The review is to address the importance of mutual understanding and support for:

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

Members of the Round Table are to conduct an annual performance review of their senior staff.