



## Administrative Procedures

<b>AP-501.1</b>  DUTIES AND EXPECTATIONS OF STAFF	<b>Date of implementation:</b> May 1, 2019 <b>Date of update:</b>
	<b>Related Administrative Procedures:</b> <a href="#">AP-501.2 Code of Conduct</a>

**Purpose:** Division staff members are diverse in world view, culture, language, gender identity, ability and interests. All staff members are expected to conduct themselves in a manner that respects and supports this diversity, with a desire to learn together. All staff members are expected to conduct themselves in a manner which is truthful, professional and respectful of maintaining a safe and welcoming work and learning environment. All staff are expected to act in a manner consistent with the AP-501.2 Code of Conduct.

### Related documents:

- Bus Drivers Handbook
- Educational Associates Handbook
- [Out of Scope Employees Handbook](#)
- [Exempt Employees Handbook](#)
- Prairie Spirit School Division Job Descriptions
- [Saskatchewan Teachers' Federation \(STF\) Code and Standards](#)

### 1) Teaching Personnel

- a) Division teaching staff are to strive to achieve the vision, mission, and goals of the Division in a manner consistent with the philosophy of *My Prairie Spirit Classroom*.
- b) All teaching staff are to model behaviours that inspire students to be effective lifelong learners and positive members of their communities.
- c) In addition to following the duties of a teacher as prescribed in *The Education Act, 1995*, teachers are to perform those professional duties assigned by the principal. Such duties are to be assigned following consultation with the teacher concerned.
- d) Teachers are to act in accordance with their codes of conduct and ethics.
- e) Teachers are to ensure that they register with the Saskatchewan Teachers' Regulatory Board ([SPTRB](#)) by the deadline communicated by the Division.
- f) Teachers shall ensure that they register with the SPTRB using their legal name that they have provided to the division for payroll purposes.

## 2) Learning Leadership

### a) Principals

All principals are to create environments in their schools that support the pursuit of excellence in the teaching and learning process by encouraging best instructional practices. The principal is to demonstrate through actions that they work in a professional manner exemplifying the qualities necessary to fulfill the role of learning leader and manager.

The primary role of the principal is one of learning leadership. The principal is to:

- Provide leadership in implementing the vision, mission, and goals of Prairie Spirit School Division;
- Coordinate, facilitate, oversee and evaluate the instructional program within the school;
- Supervise all staff members in the school and encourage their professional development; and
- Act in accordance with the teachers' codes of conduct and ethics.

An additional role of the principal is one of managerial leadership. The principal is to:

- Perform those duties required by law and the Division's Administrative Procedures, and as assigned by the Director of Education or designate;
- Organize staff and delegate duties and responsibilities, following appropriate consultation, with the aim to achieve the best possible education for students; and
- Guide the school toward achieving its goals through good planning, open communication and effective decision making.

### b) Vice-Principals

All vice-principals are to participate in the administration of their schools. As a member of the administrative team, the vice-principal is to demonstrate through actions that they work in a professional manner exemplifying the qualities necessary to fulfill the role of learning leader and manager.

The vice-principal is directly responsible to the principal for performance of assigned duties and responsibilities as established through consultation with the principal.

The role of vice-principal as learning leader requires the vice-principal to:

- Provide supportive leadership required to achieve the vision, mission and goals of the Division;
- Participate in coordinating, facilitating, overseeing and evaluating staff members and encouraging their professional growth;

- Act in accordance with the teachers' codes of conduct and ethics.

The role of the vice-principal as an effective manager requires the vice-principal to:

- Perform the duties assigned by the principal.
- Participate in the organization of staff and in decisions related to the delegation of duties and responsibilities of staff and,
- Share in the responsibility of directing the school toward achieving its goals through good planning, open communication and effective decision making.

In the absence of the principal, the vice principal is to assume the principal's role. In schools without a vice principal or, in circumstances where both in-school administrators are absent, the principal is to appoint an acting principal from the teaching staff. The appointment of a vice-principal or a teacher to the principal's role will be subject to the provisions of the Provincial Collective Bargaining Agreement.

#### c) Educator Profiles

In preparation for the annual Educator Profile reports for the Division that are submitted to the Ministry of Education, the in-school administrator shall accurately ensure that all teacher information is entered into the student information system by the deadline communicated by the Division.

#### d) SPTRB Registration

- The in-school administrator shall ensure that all staff in their school who are required to be registered with the SPTRB have registered by the deadline set by the Division.
- The in-school administrator shall not allow any teacher on contract who has not registered with the SPTRB to teach students in the classroom until they have completed their registration.

### 3) Non-Teaching Support Staff – Division Office

The non-teaching Division Office staff members provide the support and technical assistance required to maintain the operations and administrative functions of the division.

The role of Division Office non-teaching staff is to be of service and support to the public, schools, and those personnel within their areas of responsibility. Each member of Division Office non-teaching staff is required to:

- Perform those duties as assigned by their supervisor as outlined in the applicable job description;
- Be knowledgeable of the operations and services of the Division as to direct inquiries from the public or within the Division to the appropriate personnel; and

- Share responsibilities with fellow members of the staff team when needed because of excessive workloads, absence of others or training new staff.

#### 4) Non-Teaching Support Staff – School-Based

Non-teaching school-based support staff members provide support and technical assistance to the administrative and instructional operations of the school.

The role of school-based non-teaching support staff varies widely depending on the needs of the school administration and teachers. Each member of the school-based non-teaching support staff is required to:

- Perform those duties as assigned by the principal or designate using the appropriate job description and handbook, where available, as their guide; and
- Assist with other responsibilities when requested by the principal or designate.

#### 5) Caretaking and Facilities

The role of caretaking and facilities staff is essential to maintaining healthy, inviting and safe working and learning environments.

Each member of the caretaking and facilities staff is required to:

- Perform those duties as assigned by their supervisor using the appropriate job description and handbook as their guide.
- Assist with other related responsibilities when requested by their supervisor.
- Ensure that school, office and shop facilities are maintained appropriately for the health and safety of all students, staff and community members using the facilities.

#### 6) Bus Drivers

The bus driver's role is essential in transporting students to and from school, providing families with safe access to school.

Bus drivers are required to:

- Perform those duties as assigned by the Transportation Manager using the bus driver job description as their guide.
- Abide by the guidelines and procedures for drivers contained in the Division's *Bus Drivers Handbook*.