

# ADMINISTRATIVE POSITIONS DUTIES AND RESPONSIBILITIES

## Background

In the best interest of the organization roles and responsibilities for each of its District administrative positions are established and periodically reviewed. The Superintendent believes role descriptions act as a guideline for the responsibilities of personnel. Leadership is a critical component of all District administrative positions and entails the ability to develop and communicate a vision, establish plans and set priorities, implement activities through a variety of means and monitor and review progress.

## Procedures

1. Management and administrative personnel support and communicate District policy procedures and direction. In a rapidly changing environment staff are expected to maintain professional currency, advocate for public education, demonstrate flexibility and work cooperatively to fulfill the District goals and mission statement.
2. The Superintendent is the Chief Executive Officer and is accountable to the corporate Board. For reporting responsibilities for all other positions, refer to Administrative Procedure 450 Appendix - Organizational chart.
3. All Board authority delegated to the staff of the District is managed through the office of the Superintendent. Each individual, in discharging his/her duties shall adhere to the Guiding Principles adopted by the Board. In addition, assigned areas of responsibility for which individuals are responsible, may change from time to time.

Reference: Sections 17, 20, 22, 23, 65, 85 School Act

Adopted: March 20, 2018

Revised: June 25, 2019