Administrative Procedure 101

ADMINISTRATIVE PROCEDURE DEVELOPMENT AND REVIEW

Background

Board Policy 12 Role of the Superintendent requires that the Superintendent develop and keep current all Administrative Procedures and develop and maintain consultative processes for the establishment and review of such procedures.

Administrative procedures define and legislate operational best-practice approaches in order to effectively administer Board policy across the Division.

With the passage of time and with emerging needs, administrative procedures may require creation or review. An annual review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Procedures

1. Nomination for review:

    1.1. **A school administrator, staff member, School Council (by motion), or the Board (by motion) may** nominate an administrative procedure for review.

    1.2. Administrative procedures nominated for review shall be brought to the attention of the Superintendent or designate.

2. The Superintendent shall determine, through consultation with Principals, Directors, Coordinators and others as appropriate, alignment of administrative procedures with Division practices.

3. Concurrent with the creation or amendment of an administrative procedure, the Superintendent shall ensure a distributed-decision process is utilized.

4. Draft administrative procedures are reviewed and approved by the Superintendent and become effective as of the date of approval.

5. Any decision(s) arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders by the Superintendent. Any changes made to the administrative procedures will be included as information in the Board agenda.
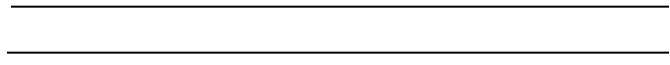
References shall be updated as required and do not require additional approval.