

SENIOR ADMINISTRATIVE STAFF

Background

The senior administrative staff of the Division shall consist of:

- Superintendents of Curriculum and Instruction
- Superintendent of Human Resources
- Superintendent of Student Services
- Superintendent of Schools
- Chief Financial Officer

Procedures

1. The recruitment and appointment for the above positions are determined by the Director in consultation with the Board, in accordance with Board Policy 15.
2. The employment contract for these positions shall be guided by a written contract specifying:
 - 2.1 Yearly salary allowances and benefits.
 - 2.2 Vacation entitlement.
 - 2.3 Procedure for review of the terms of the contract by either party.
 - 2.4 The procedures for termination of the contract by either party; and
 - 2.5 Any terms and conditions of employment in addition to those described in 2.1 to 2.4 that may be mutually agreed upon.
3. The Director shall assess senior staff members in a yearly review.
4. The senior staff shall comprise the Central Administrative Council.
 - 4.1 Meetings of this group shall be called at the discretion of the Director.
 - 4.2 The main purpose of this group is to ensure greater system effectiveness to review the efficiency of roles and resources in the Division.

Reference: Sections 85, 87, 174, 175 Education Act

Approved: September 18, 2018