

### **300.1 Administration Guiding Principles**

#### **Policy**

The Board may, under the School Act, appoint any person or designate a teacher to an administrative, supervisory or consultative position. The School Act further provides that the Board may employ other non-teaching employees that the Board considers necessary for its operation.

The Board expects that those charged with formal leadership responsibilities will:

- Consult with others in setting expectations, goals, targets and plans to meet the Board's mission and goals; Work with others to facilitate continuous improvement of performance of students and staff;
- Ensure decision making is an ongoing collaborative process which facilitates involvement of those most affected by or responsible for the decision;
- Utilize teamwork, consultation and guidance strategies in supporting others to meet the goals of the District;
- Hold accountable those who have decision making responsibilities;
- Evaluate personnel and program performance in order to assess the degree and quality of goal attainment and to plan for performance growth;
- Embrace change and personal growth as vehicles for enhancing student learning, professional performance, leadership and system improvement;
- Promote socially responsible and respectful behavior among students and staff.

#### **Regulations**

1. Decisions made by District administrators, in the course of their duties, shall be consistent with District policy, the School Act and other applicable provincial and federal statutes and regulations.

- 1.1 In the absence of policy, administrative decisions shall be consistent with Board philosophy and principles.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### **References**

Alberta School Act: Sections 20, 96, 113, 116, 117

Other Statutes: Alberta Human Rights, Citizenship and Multiculturalism Act

District Policies: 201.2 Mandate, 401.1 Staff Hiring, 500.1 Rights and Responsibilities, 600.1 Guiding Principles, 600.2 School-Based Decision Making, 1002.4 School Councils, 1003.1 Channels of Communication

Other: Lethbridge School District No. 51 – Site Based Decision Making Handbook, Lethbridge School District No. 51 – Current Three Year Education Plan, Alberta Learning– School Based Decision Making Resource Guide - 1997, Alberta Learning Policy Regulations and Forms Manual, Policy 1.8.2, Policy 1.8.3