

Administrative Procedure 121 - Development and Review of Administrative Procedures

Background

The Superintendent is responsible for the implementation and review of the Administrative Procedures Manual. Administrative Procedures are those procedures that provide the detailed operational processes needed to comply with Board Policy and to provide guidance to staff on the operations of the Division.

Regular review of administrative procedures, with opportunities for input from appropriate stakeholders, leads to effective operations within the Division.

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.

Procedures

1. A review of all administrative procedures shall be conducted through the Office of the Superintendent on an ongoing and as needed basis.
2. Reviews shall ensure each administrative procedure meets the following criteria:
 - 2.1. Each procedure is the responsibility of the Superintendent as delegated by the Board or as defined by legislation.
 - 2.2. Each procedure is consistent with Board policies and legislation.
 - 2.3. Each procedure is consistent with other administrative procedures.
 - 2.4. Each procedure is consistent with the Division's strategic direction as outlined in the Three-Year Education Plan.
 - 2.5. Each procedure ensures clear and consistent direction for the Division.
3. Administrative procedures shall be reviewed periodically (at least once every two years) and revised, if necessary, to meet changing needs. Administrative procedure development is a continuous process.
4. The Superintendent will develop a map of administrative procedures, and the responsible leader is responsible for ensuring the respective administrative procedure is correct and reviewed periodically.
5. Under normal circumstances, the following steps are to be followed for developing new procedures or for revising existing procedures:

- 5.1. Development or review of an administrative procedure may be initiated at any time by the Superintendent or through a formal written request to the Superintendent from the Board, a staff member, or a School Council. The request will be expected to detail the issues or concerns that may necessitate a new procedure or prompt revision of a current one.
- 5.2. Technical amendments represent changes to existing procedures that do not alter the nature or purpose of the procedure. The focus of a technical amendment is to ensure compliance with legislation or Board policies, to correct errors, or to update based on the timeliness of information (stale-dated). They do not substantively change the document, and would not generally need full consultation.
- 5.3. Upon receiving a formal request for the creation or review of an administrative procedure, the Superintendent will determine the appropriate process for its development or review to ensure reasonable consideration is given to the request, which may include:
 - 5.3.1. Drafts may be sent directly to principals and to school council chairs for input for approximately two weeks;
 - 5.3.2. Drafts and feedback received may be considered by the Administrative Procedures Committee;
 - 5.3.3. Technical amendments may be made without consultation, as determined by the Superintendent;
 - 5.3.4. Draft administrative procedures may be posted on the Division's website;
 - 5.3.5. The final draft is then determined by the Superintendent for approval;
 - 5.3.6. Administrative procedures become effective upon adoption or at a later date set by the Superintendent.
- 5.4. All newly developed administrative procedures and revisions shall be shared promptly with the Board, staff and other stakeholders for information using standard communication processes. The administrative procedures shall be posted on the Division website.

Reference: Section 33, 51, 52, 53, 68, 197, 204, 222, 225 Education Act

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