



## Administrative Procedure 419

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### EXEMPT / ADMINISTRATIVE STAFF

#### Background

The District is committed to recruiting and retaining the best qualified exempt staff to provide a critical role in providing leadership and specialized administrative functions to the District with the delivery of sound educational programs and organizational services. Exempt staff in the District play an important role in delivering and supporting District initiatives to meet these objectives.

Exempt staff are comprised of positions that are not affiliated with a union and covered by a collective agreement. The District groups these employees into three categories: District Management/Senior Management, Principals and Vice-Principals, and Professional and Administrative Staff.

#### Procedures

1. District Management/Senior Management
  - 1.1. The District has the responsibility to establish procedures with respect to delivering educational programs and services to our students. The Superintendent is accountable for the delivery and implementation of those procedures. To this end, District Management/Senior Management provide a leadership function in the District and are responsible for the efficient operation of the District.
  - 1.2. The Superintendent is responsible for the selection of District Management/Senior Management. The Superintendent is responsible for the general supervision of District Management/Senior Management through direct and delegated authority. The Assistant Superintendent of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.
2. Principals and Vice-Principals
  - 2.1. Principals and Vice-Principals provide leadership and management to our schools in aligning school goals with District directions and fostering an environment of instructional excellence.
  - 2.2. The Superintendent, through the Assistant Superintendent of Human Resources, is responsible for the selection of Principals and Vice-Principals. The Superintendent is also responsible for assessing needs in the District, specific skills, and potential

professional growth when considering the transfer and assignments of Principal and Vice-Principals.

- 2.3. The Assistant Superintendent of Human Resources is responsible for the general supervision and direction of Principals and Vice Principals employed in the District. The Assistant Superintendent of Human Resources is also responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

### 3. Professional and Administrative Staff

- 3.1. Professional and Administrative Staff provide organizational administration, overall day-to-day operation, and support to the District. These positions are specific in nature and generally include financial management, human resources management, facilities management, maintenance management, information technology management or provide administrative support in dealing with highly sensitive or confidential matters.
- 3.2. District Management/Senior Management and the Assistant Superintendent of Human Resources are responsible for the selection of Professional and Administrative Staff. The Assistant Superintendent of Human Resources is responsible for administrative contract matters related to conditions of employment, compensation and benefits in compliance with legislated mandates.

Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Human Rights Act  
Public Sector Employers Act

Adopted: December 15, 2020