



ADMINISTRATION 3 – Developing Administrative Practices

Date: Sept. 17, 2008 Revised: Sept. 30, 2015 Responsible Administrator: Superintendent

Developing Administrative Practices

1.0 RATIONALE

This Administrative Practice is to ensure consistency regarding the development of Administrative Practices.

2.0 PROCESS

Senior administrators will be responsible for the development of Administrative Practices pertinent to their areas of responsibility.

3.0 GUIDELINES

- 3.1 Administrative Practice review and development will occur on a regularly scheduled basis and in accordance with the review and development of related policies.
- 3.2 Draft Administrative Practices will be forwarded to the Seniors' group for review.
- 3.3 Where applicable draft Administrative Practices are forwarded to the Leadership Team and/or Administrators' Council for further review and input.
- 3.4 Revisions to the draft Administrative Practice will be completed by the appropriate senior administrator and forwarded to the Superintendent for final approval.
- 3.5 The Executive Assistant to the Superintendent will distribute the final, approved draft and ensure its placement on the Division's website.

References: *Board Policy B/III/3 – Policy Development*
 D/II/14 – School Based Decision Making
