

## ADMINISTRATIVE GOALS

The general purpose of the Pembina Trails School Division's administration shall be to co-ordinate and supervise, within the policies of the Board, the creation and operation of an environment in which students learn most effectively.

The Board, in the exercise of the powers and duties conferred upon it by The Public Schools Act, delegates to its Senior Administration Team the specific and general administrative duties related to the planning, organizing, implementing, and evaluating of educational programs. The Superintendent, who is assigned responsibility for all executive and administrative duties, shall be accountable to the Board. The Superintendent, together with the members of the Senior Administration Team, shall be responsible for developing annual and long range administrative goals/initiatives for the school system and shall take active leadership roles in the implementation of educational policies and programs. These plans and the expected outcomes shall be articulated and tracked in the Pembina Trails Action Plan, CA-R.

The Division's administrative organization shall be designed so that all departments of the Administration Office and all schools are part of a single system guided by Board policies implemented through the Division's Senior Administration Team. See Organizational Chart.

The Division's administrators shall have the authority and responsibility necessary to fulfill the specific administrative duties assigned. Each shall likewise be accountable to his immediate supervisor for the effectiveness with which the assignment is carried out.

The Board is responsible for clearly specifying the requirements and expectations of the Superintendent, and will hold the Superintendent and members of the Senior Administration Team accountable to meet the requirements and expectations approved by the Board and identified in the Pembina Trails Action Plan.

The Senior Administration Team is responsible for over-all system-wide educational leadership and for coordinating the educational program within policy established by the Board. All system-wide services emanate from the Administration Office. All official system-wide committees, councils, and coordinating groups shall be based in the Administration Office. Senior Administration is responsible for clearly specifying requirements and expectations for all other administrators, and holding each accountable for meeting these requirements and expectations.

The principal of each school is the responsible administrator in the building. All personnel, both instructional and non-instructional, who work in the school, either on a full or part-time basis, are responsible administratively to the principal. Principals are expected to administer their schools in accordance with Board policy and the procedures identified by the Senior Administration Team. The initiatives and expectations identified in the Pembina Trails Action Plan shall also be reflected in the School Action Plan where appropriate.

— *Accomplish Anything* —

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