

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY:	2000
Date:	July 6, 1999
Revision:	1

District Management/Administrative Positions Duties and Responsibilities

The Board of School Trustees believes it is in the best interests of the organization and its employees for duties and responsibilities for each of its district administrative positions to be established and periodically reviewed.

The Board believes role descriptions act as a guideline for the responsibilities of personnel. Leadership is a critical component of all district administrative positions and entails the ability to develop and communicate a vision, establish plans and set priorities, implement activities through a variety of means and monitor and review progress.

Management and administrative personnel support and communicate district policy and direction. In a rapidly changing environment staff are expected to maintain professional currency, advocate for public education, demonstrate flexibility and work cooperatively to fulfil the district goals and mission statement.

The superintendent, in conjunction with appropriate personnel, shall establish role descriptions and submit these to the Board for approval. Role descriptions will be reviewed periodically and formally reviewed once every three years, with substantive changes approved by the Board.