

FORT LA BOSSE SCHOOL DIVISION

TITLE - **TEMPORARY ADMINISTRATIVE ASSIGNMENTS POLICY - CI**

Cross Reference -

Resolution # - 207/17

Legal Reference -

Last Reviewed - 25/09/17

Whenever possible, all Division administration issues that are part of the duties of the Superintendent of Schools will be referred to the Superintendent of Schools.

By the nature of the role, the Superintendent is not always available in the Division Office. In most instances, however, Division Office personnel can reach the Superintendent by phone to refer concerns. Many issues can thus be dealt with in an efficient manner when the Superintendent is in schools or meetings at other locations in the province. If necessary the Superintendent can return to the Division. This should be the first line of defense when a situation develops in which assistance is required.

When the Superintendent must be absent from the Division for a period of time and not available to deal with day-to-day situations (holidays, out of province PD, illness, etc.) an Acting Superintendent may be appointed by the Superintendent/Board. Whenever possible, to facilitate Division administration and communication, this should be a consistent person.

An Acting Superintendent should immediately contact the Secretary Treasurer or Supervisor of Operations, as appropriate, and work closely with them in dealing with legal issues, personnel issues, budget issues, staffing issues or any other special situations that may occur.

An Acting Superintendent may assist school Principals by providing general support for school administration, hearing and referring school related concerns regarding students, and dealing with emergency school situations.

The Chairperson of the Board will be kept informed of any critical issues that may occur during the absence of the Superintendent. A written report of these issues will be prepared and given to the Superintendent upon return.

