

POLICY

No. D.7

ADMINISTRATIVE STRUCTURE

*Adopted: 94-06-13
Amended: 97-06-09
Amended: 04-01-19
Amended: 08-09-23
Reviewed: 10-11-09
Reviewed: 12-04-10
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Reviewed: 14-03-03
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Policy

The attached organizational chart represents the administrative structure for Vancouver Island West School District. This is the formal organizational chart which represents lines of authority but it is not intended to minimize informal communication and consultation between and among all levels of the organization. Informal communication is encouraged and is expected.

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Regulation

Duties and Responsibilities of the Superintendent of Schools:

The Superintendent of Schools is the Chief Executive Officer of the Board, and is responsible to the Board for the total operation of the District. The Superintendent of Schools is responsible for providing leadership and coordination for the development of educational administration, instruction and support services, endeavouring at all times to improve the standard of instruction throughout the schools of Vancouver Island West School District 84.

The Superintendent of Schools:

1. is responsible for assuring that educational programs and learning experiences consistent with the exceptions, standards, and requirements of the Ministry of Education are being pursued in Vancouver Island West School District 84;
2. will guide learning activities in accordance with the principles of best teaching practice and in conformity with the mission statement of the Board;
3. has full authority and responsibility for the implementation and monitoring of the policies of the Board;
4. ensures that all public inquiries and complaints are dealt with in a timely manner in accordance with District policy;
5. ensures, through consultation with District staff, the effective and efficient coordination of the efforts of all employees toward the achievement of the goals of the District;
6. serves as professional advisor on all educational matters and advises and assists the Board in exercising its powers and duties under the *School Act*;
7. assists the Board in the development of goals and policies;
8. prepares an annual report for the Board and the necessary and requested reports for the Ministry of Education;
9. acts on behalf of the Board, where appropriate, between Board meetings and communicates to the Board the nature and content of the representation;
10. promotes public participation in the public education system, especially at the school level;

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11. visits all the schools as often as is practical, in order to oversee instruction, discipline, and organization;
12. appoints teaching staff to vacancies for Board approved positions;
13. makes recommendations to the Board in matters affecting promotion and dismissal of staff;
14. meets regularly with Principals to convey the Board's policies, and to discuss matters of mutual concern;
15. attends all appropriate Board committees and work groups that affect the duties and responsibilities of the Superintendent of Schools;
16. has supervisory responsibilities for staff and programs in the areas of special education and Aboriginal learning services;
17. has managerial and planning responsibilities, in consultation with the District Technology Committee, for the Computer Technology Department;
18. ensures the health and safety of all workers under the direct supervision of the Superintendent of Schools in compliance with Workers' Compensation Board regulations and orders, and consistent with the expectations of the type of work being conducted in the worksite.
19. attends professional development activities to keep informed of current educational practice and issues in education; and,
20. fulfills any duties assigned by the Board of Education within the parameters of the *School Act and Regulation*.

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Regulation

Duties and Responsibilities of the Secretary-Treasurer:

The Secretary-Treasurer is responsible to the Superintendent of Schools for directing and supervising the accounting, purchasing, budgeting, legal and corporate affairs of the School District.

The Secretary-Treasurer:

1. develops and recommends for approval policies and procedures regarding budgetary control, inventory management, financial management, purchasing, accounting, insurance, banking services, taxation activities, all matters related to personnel salaries and deductions, and any other relevant administrative matters relevant to the financial affairs of the Board;
2. coordinates the preparation of the annual operating budgets, capital budgets and financial warrants of the School District;
3. administers the funds provided in the approved budget and prepares periodic reports for the information of the Board, Superintendent of Schools and other appropriate staff, showing actual funding, revenues and expenditures and the relation to set budgets;
4. administers all financial matters related to contracts between the Board and other parties, also advises the Board and Superintendent of Schools on those matters;
5. supervises, reviews, and advises on all business related to accounts payable, accounts receivable, payroll, personnel pensions and benefits;
6. supervises, reviews, and advises on the financial affairs of schools and departments, including setting the control standards for the financial activities of each school and department;
7. maintains adequate insurance coverage on all insurable assets of the Board and assures that necessary standards for risk management are satisfied;
8. administers and coordinates the financial matters, including all income and expenditures, of the teacherages owned by the Board;
9. maintains effective communications with the District's bankers, auditors, and all levels of government;
10. oversees the maintenance of employee records pertaining to salary, pensions, benefits, and taxation matters;

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11. approves the hiring of staff for the services under the Secretary-Treasurer's jurisdiction, reviews their performance and makes recommendations with regard to salaries, suspensions or discharges of staff when necessary;
12. continually reviews and, if necessary, recommends changes in the organization and staffing of the services under the Secretary-Treasurer's jurisdiction;
13. prepares all financial, statistical, and enrolment reports and statements for submission to the Ministry of Education as required;
14. ensures that the Board's policy manual is maintained current in regard to all matters under the jurisdiction of the Secretary-Treasurer;
15. collaborates with the Operations Supervisor in the preparation of requests for tenders, the opening of tenders received and the awarding of contracts to successful bidders;
16. attends all meetings of the Board that pertain to the responsibilities of the Secretary-Treasurer and provides the needed agenda items to the Board and other committees;
17. attends all appropriate Board committees and work groups that affect the duties and responsibilities of the Secretary-Treasurer;
18. acts as custodian of all deeds, mortgages, leases, bonds, agreements, contracts, letters of understanding, and other legal instruments relating to the Board's assets;
19. administers oaths and takes and receives, within the District, affidavits, declarations and affirmations required to be taken by, or under, the *School Act* and Regulation;
20. has operational knowledge of and competence in use in all the tools, including financial and record keeping software, used in the administration, control, and reporting of financial information, supervises the use of those tools by other employees, and coordinates any needed training;
21. ensures the health and safety of all workers under the direct supervision of the Secretary-Treasurer in compliance with Workers' Compensation Board regulations and orders, and consistent with the expectations of the type of work being conducted in the worksite;
22. represents the Board at appropriate Ministry of Education and professional meetings and training sessions related to the duties and responsibilities of the Secretary-Treasurer outside the District;
23. coordinates all financial and related activities with the Superintendent of Schools, Human Resources Administrator, Operations Supervisor, School Principals, and Administrative Assistants to the best advantage of the Board;
24. performs additional duties assigned by the Superintendent of Schools.

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Duties and Responsibilities of the Principal:

The Principal is responsible to the Superintendent of Schools/Secretary-Treasurer for the operation of the school. The Principal is responsible for providing leadership, supervision and coordination for the development of educational administration, instruction and support services at the school he/she is assigned.

The Principal:

1. is an educational leader and is responsible for the administration, leadership, supervision, and operation of the school;
2. is a member of the District Leadership Team;
3. is responsible for the duties outlined in the *School Act* and *Regulations* issued thereunder;
4. is responsible for the administration of the school budget according to the educational needs of the school, and for reporting on those financial issues to the Superintendent of Schools/Secretary-Treasurer when required;
5. ensures the policies of the Board, the legislation and regulations of the Ministry of Education and other relevant statutes are fully observed in the operation of the school;
6. ensures the health and safety of all workers under the direct supervision of the Principal in compliance with Workers' Compensation Board regulations and orders, and consistent with the expectations of the type of work being conducted in the school worksite;
7. has operational knowledge of and competence in the use of all the tools needed to perform the assigned responsibilities of the Principal;
8. is responsible for such further duties as assigned by the Superintendent of Schools/Secretary-Treasurer.

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Regulation

Duties and Responsibilities of the Principal/Vice-Principal:

The Principal/Vice-Principal is responsible to the Superintendent of Schools/Secretary-Treasurer for the operation of the school/program(s). The Principal/Vice-Principal is responsible for providing leadership, supervision and coordination for the development of educational administration, instruction and support services at the school/program(s) he/she is assigned.

The Principal/Vice-Principal:

1. is an educational leader and is responsible for the administration, leadership, supervision, and operation of the school/program(s);
2. is a member of the District Leadership Team;
3. is responsible for the duties outlined in the *School Act and Regulations* issued thereunder;
4. is responsible for the administration of the school/program(s) budget according to the educational needs of the school/program(s), and for reporting on those financial issues to the Superintendent of Schools/Secretary-Treasurer when required;
5. ensures the policies of the Board, the legislation and regulations of the Ministry of Education and other relevant statutes are fully observed in the operation of the school/program(s);
6. ensures the health and safety of all workers under the direct supervision of the Principal/Vice-Principal in compliance with Workers' Compensation Board regulations and orders, and consistent with the expectations of the type of work being conducted in the school worksite;
7. has operational knowledge of and competence in the use of all the tools needed to perform the assigned responsibilities of the Principal/Vice-Principal;
8. is responsible for such further duties as assigned by the Superintendent of Schools/Secretary-Treasurer.

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Duties and Responsibilities of the Human Resources Administrator:

The Human Resources Administrator is responsible to the Superintendent of Schools/Secretary-Treasurer for directing and supervising all matters related to the personnel practices of the District; such including the legislated and regulated responsibilities and obligations expected of employers, public school boards, and public bodies. The Human Resources Administrator oversees the application and administration of all the collective agreements affecting Board operations. The Human Resources Administrator is the immediate contact for the Board of Education in all matters related to Trustee governance responsibilities, including the planning and recording of all Board meetings, and any other business associated with the Board. The Human Resources Administrator is responsible for the implementation and coordination of the District Occupational Health and Safety Program.

The Human Resources Administrator:

1. provides and coordinates all services related to the information management, staff postings, and interpretation of collective agreements, legislations, regulations, and arbitration rulings relevant to personnel matters;
2. maintains accurate documentation on all staffing and personnel matters consistent with collective agreements, employment legislation and regulation, arbitration decisions, and accepted best personnel practices;
3. provides analysis and advice to the Superintendent of Schools/Secretary-Treasurer on all matters that affect staff attendance, personnel safety, privacy issues, complaints about staff, standards for personnel records, and records management;
4. works with the District's leadership and planning teams to determine staffing needs and with the excluded staff on collective bargaining and contract administration for teaching and non-teaching personnel;
5. appoints support staff to vacancies for Board approved positions;
6. hires or approves the hiring of staff for the services under the Human Resources Administrator's jurisdiction, reviews the performance of such staff and makes recommendations with regard to salaries, suspensions or discharges of staff when necessary;
7. coordinates and tracks all matters related to grievances and legal affairs;
8. organizes and administers all details related to Board of Education's meetings, including Board minutes and Trustee elections;

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9. organizes, schedules, researches, and tracks the policy development activities of the Board of Education in cooperation with the Superintendent of Schools;
10. administers the implementation and coordination of the District Occupational Health and Safety Program, including the planning and organization of relevant training sessions for staff in areas of job skills and safety;
11. ensures the health and safety of all workers under the direct supervision of the Human Resources Administrator in compliance with Workers' Compensation Board regulations and orders, and consistent with the expectations of the type of work being conducted in the worksite.
12. attends all appropriate Board committees and work groups that affect the duties and responsibilities of the Human Resources Administrator;
13. prepares budget estimates within areas of responsibility for submission to the Superintendent of Schools/Secretary-Treasurer;
14. has knowledge of and competence in the use of all the tools needed to perform the assigned responsibilities of the Human Resources Administrator;
15. represents the Board at appropriate Ministry of Education and professional meetings and training sessions that pertain to the duties and responsibilities of the Human Resources Administrator;
16. coordinates all personnel activities with the Superintendent of Schools/Secretary-Treasurer, Operations Supervisor, School Principals, and Administrative Assistants to the best advantage of the Board;
17. performs additional duties assigned by the Superintendent of Schools/Secretary-Treasurer.

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Duties and Responsibilities of the Operations Supervisor

The Operations Supervisor is responsible to the Superintendent of Schools/Secretary-Treasurer for the activities of the Operations Department with specific financial obligations to the Superintendent of Schools/Secretary-Treasurer. The Operations Supervisor is in charge of all buildings and grounds, including the relevant custodial, heating, ventilating, electrical and transportation services. The Operations Supervisor is required to promote safe, efficient, and cost effective services throughout the District in the assigned areas of responsibilities. The Operations Supervisor can delegate authority as needed to assure effective service, and has a duty to assure a safe standard for students, staff, and public in all Board facilities and on Board grounds.

The Operations Supervisor:

1. manages and maintains all school buildings, the maintenance shop, the administrative buildings, teacherages, and other buildings owned or rented by the School Board, oversees the care of all furniture and equipment in buildings and on the grounds, and maintains the playgrounds and grounds;
2. develops a comprehensive preventative maintenance program and schedules activities in accordance to that preventative maintenance program;
3. ensures the policies of the Board, the legislation and regulations of the Ministry of Education and other relevant statutes are fully observed in the operation of all services, within the duties, responsibilities and authority of the Operations Supervisor;
4. inspects buildings, playgrounds and grounds in existence or under construction for compliance with the plans, specifications and schedules in existence or as prepared and issued by the architect or engineer. To that end, responds or issues any summary reports ensuing from these inspections;
5. estimates and plans alterations, major repairs and improvements to buildings, playgrounds and playfields in consultation with architects, engineers and other consultants, as required;
6. inspects all buildings and equipment to ensure the safety of all occupants of buildings and grounds which are the property of the Board of Education;
7. develops and implements housing and building rental/lease agreements and transportation contracts;
8. acts as Co-Chairperson of the District Joint Rental Accommodations Committee;
9. plans and schedules all work and supervises all Operations personnel, using a computer-based work order system;

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10. supervises and reviews all worksheets, leave requests and absences relevant to staff in the Operations Department and assigns temporary help as required;
11. ensures the health and safety of all workers under the direct supervision of the Operations Supervisor in compliance with Workers' Compensation Board regulations and orders, and consistent with the expectations of the type of work being conducted in the worksite;
12. plans and organizes relevant training sessions for staff in areas of job skills and safety;
13. transfers goods, furniture and equipment between facilities within the District or elsewhere when needed;
14. prepares requirements for the tendering process, conducts tendering according to Board policy and expectations consistent with a publicly funded agency, and prepares contracts for goods and services;
15. coordinates all operations, maintenance, custodial, and facility and equipment security activities with the Superintendent of Schools/Secretary-Treasurer, School Principals, and Administrative Assistants to the best advantage of the Board;
16. interacts with the Human Resources Administrator on staffing issues relative to the Operations Department and hires or approves the hiring of staff for the services under the Operations Supervisor's jurisdiction, reviews the performance of such staff and makes recommendations with regard to salaries, suspensions or discharges of staff when necessary;
17. assists the Human Resources Administrator in program development and implementation of the District Health and Safety Program;
18. has operational knowledge of and competence in the use of all tools needed to perform the assigned responsibilities of the Operations Supervisor;
19. performs additional duties assigned by the Superintendent of Schools/Secretary-Treasurer.