



Regina Roman Catholic Separate School Division # 81

School Division Administration 3000 Organization of Administration	Administrative Application	
	Effective:	December 11, 2018
	References:	Education Act 1995 , 1995, Sec. 108, 109, 110 Policy 11 – Board Delegation of Authority Policy 12 – Role of the Director
	Status:	Operational

Application

The Director, as the Chief Executive Officer of the Regina Catholic School Division (RCSD), is responsible for the organization, administration and supervision of the school division. The incumbent has the powers and duties prescribed in the contract, the policies of the Board, and the pertinent provincial statutes and regulations.

The operations of the school division are organized into four major sections, namely, education services, human resources, business and finance, and facilities. The superintendents of these sections shall be responsible to the Director.

The Director and the Superintendents comprise of the Executive Staff. In the absence of the Director, one of the Superintendents shall be designated to serve as the Senior Administrator in Charge.

The Superintendents of Education Services have overall responsibility for education from Prekindergarten to grade twelve, and all specific programs in the schools. The Education Services Superintendents are responsible for budgeting, programme and staff development, technology services and evaluation for the education services areas.

The Superintendent of Business and Finance or Chief Financial Officer is the senior official of the Business and Finance Department in the school division. In addition to the functions assigned as a member of the Executive Staff, the incumbent shall be responsible for the duties of the Secretary-Treasurer as required by the pertinent provincial statutes and regulations.

The Superintendent of Facilities is the senior official of the Facilities Department. The major areas of responsibility are supervising maintenance and custodial services and assisting with the planning of future facilities requirements.

The Superintendent of Human Resource Services is the senior official of the Human Resource Services Department. The major areas of responsibility involve hiring and recruitment, staff allocations, retention and professional development of staff members, conducting appropriate investigations regarding employee matters, and assisting with the education services within the Division.

The Director is authorized to relieve staff members of part or all of their regular duties for a limited period of time and assign them to special duties.