

<p>School Division Administration 3100</p> <hr/> <p>Administrative Goals</p>	Administrative Application	
	Last Reviewed /Approved on:	November 6, 2018
	References:	The Education Act, 1995 – Sec. 85 Policy 12 – Role of the Director Policy 15 – Board Involvement in Personnel Matters Administrative Application 7410 – Duties of the Principal
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) believes that sound administrative functioning is essential to providing a successful Catholic educational program. The end purpose of administrative functioning is to provide an organizational environment that allows for optimal conditions for the development and maintenance of an effective instructional and learning environment.

Administrative goals and resulting administrative duties and functions shall be appraised by their contributions made toward the effectiveness of instruction and learning.

The Director, as Chief Executive Officer of the school division, shall provide the leadership required to achieve administrative goals.

Application

1. Administrative goals in the school division shall work within the context that we continually strive to develop a community that is characterized by the values personified in Jesus Christ and contained in His gospel message.
2. Administration must be based upon positive human relationships that underlie a collegial approach, if it is to serve its purpose according to Board policy.
3. Major goals of administration in the school division shall include:
 - a. The effective and efficient management of school division departments and programs in accordance directions established through Board policy, the Ministry of Education, and *The Education Act*.
 - b. The provision of professional advice and counsel to the Board and to advisory groups established through Board policy or actions.
 - c. The provision of professional advice and counsel to the Board regarding the review of policy alternatives and subsequent recommendations regarding policy review. The provision of leadership in setting directions and promoting actions based on educational research and development, and providing staff development opportunities to maximize the potential for this to occur.

- d. The provision of an integrated and comprehensive approach to program evaluation that includes consideration for all programs, facilities and areas of responsibility.
- e. The provision of leadership regarding the linking and establishment of working relationships with outside community agencies that have the potential of supporting or enhancing educational programs.
- f. Strive toward equity in the delivery of services and resources made available to staff, students and school communities.
- g. Addressing site-based educational, environmental, and safety needs of schools in an effective, efficient and equitable manner.
- h. The establishment of conditions for effective and appropriate communication across all school division constituents.