

<p>School Division Administration 3200</p> <p>Review and Development of Administrative Applications</p>	Administrative Application	
	Last Reviewed / Approved on:	June 30, 2020
	References:	The Education Act, 1995 Section 85 The School Division Administration Regulations Section 45 Policy 12 – Role of the Director
	Status:	Operational

Preamble

It is the responsibility of the Director of Education to develop and keep current administrative applications and develop and maintain consultative processes for the establishment and review of such applications.

Application

1. The Director shall develop procedures whereby each administrative application be reviewed on a two-year cycle commencing with the 2020/21 school year.
 - a. The Division Leadership Team (DLT) shall be provided with the following information to ensure the review of administrative applications:
 - i. A two-year review schedule for all administrative applications
 - ii. A monthly list of administrative applications to review from the two-year review schedule
2. As part of the DLT, each Division Leader is responsible for implementing, reviewing and monitoring the effectiveness of selected administrative applications related to their role descriptions. The Division Leader assigned to such responsibility shall bring forward issues related to areas of assigned responsibility and shall propose edits, deletions or additions of the administrative application(s) where warranted to ensure administrative applications are effective, current, legal and operational.
3. A review of specific administrative applications may also be initiated at any time by a formal request from the Board, Catholic School Community Council, School Based Administrator, employee and/or stakeholder who is personally affected by that administrative application. The request for such a review shall be communicated to the respective Division Leader detailing the issues and concerns associated with the administrative application and offer suggestions for revision.
4. The Director shall determine an appropriate process for reviewing a specific administrative application when a request to do so is received and will ensure that fair and reasonable consideration is given to the request; such a review will be carried out by the Director and/or Division Leader with direct responsibility in that area.
 - a. The Academic Leadership Team (ALT) may be requested to review revisions to an administrative application or a draft administrative application, when substantive changes are contemplated.

- b. Central Office Personnel, School Based Administrators, Teachers, CUPE, Education Support Professionals or other stakeholders may be solicited for input on administrative applications.
5. Any decisions arising from a review of administrative application shall be communicated expeditiously to all affected stakeholders. Approved changes made to administrative applications will be updated on the school division website in a timely fashion and a monthly report will be submitted to the Board.
6. All requests for the development, review or deletion of administrative applications shall follow the process outlined in *Appendix A, Process for Review and Development of Administrative Applications*.

Appendix A Process for Review and Development of Administrative Applications

1. New Administrative Applications

- a. A request for development of a new administrative application shall be communicated to the applicable Division Leader.
- b. The proposed administrative application is reviewed by the DLT and if deemed necessary to develop, the new administrative application is drafted by the Division Leader responsible for that function. The drafted administrative application may be further reviewed by the ALT for input prior to, and if required, a final draft is sent out to stakeholders most affected by the change.
- c. Once the DLT have finalized the draft, it is given to the respective Executive Assistant/Administrative Assistant to format in the proper template.
- d. The Division Leader responsible for the development of the new administrative application sends out the final draft to the stakeholders most affected by the change and will request feedback. The recommended timeline for feedback is within thirty (30) days.
- e. The feedback and the final draft of the administrative application is taken back to the DLT for final review and approval.
- a. If the new administrative application is approved by the DLT, the Sr. Executive Assistant will email the approved administrative application to the Division Leader and their Executive Assistant/Administrative Assistant for the final formatting. The “ready to post” version of the administrative application will then be emailed to the Executive Assistant to the CFO to upload to the school division website.
- f. The new administrative application(s) will be included in a monthly report to the Board.

2. Revisions to Administrative Applications

- b. A request to revise an administrative application shall be communicated to the respective Division Leader. The DLT will review the proposed revisions.
 - i. If changes are significant in nature, please follow steps under *New Administrative Applications*.
- c. If the revisions are approved by the DLT, the Sr. Executive Assistant will email the approved administrative application to the Division Leader and their Executive Assistant/Administrative Assistant for the final formatting. The “ready to post” version of the administrative application will then be emailed to the Executive Assistant to the CFO to upload to the school division website.
- d. The revised administrative application(s) will be included in a monthly report to the Board.

3. Deletion of Existing Administrative Applications

- a. A request to delete an administrative application shall be communicated to the respective DLT.
- b. The Division Leader responsible for the administrative application will send out a request for input from stakeholders impacted by the deletion of the administrative application, if required.
- c. Once input is received, the DLT reviews stakeholder feedback.

- d. If deletion of the administrative application is approved by the DLT, the Sr. Executive Assistant will notify the Executive Assistant to the CFO to remove from the website.
- e. The deleted administrative application will be included in a monthly report to the Board.