

School Division Administration 3000 Organization of Administration	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	The Education Act, 85(1)(c)(q) The School Division Administration Regulations, 2017, Part 8 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 five (5) major sections, namely, education services, human resources, business and finance, technology and facilities. The Superintendents and/or Chief Financial Officer (CFO), Chief Information Office (CIO) of these sections shall be responsible to the Director.

The Director shall form the Executive Council, comprised of the CFO, Superintendents, and other selected out-of-scope staff. In the absence of the Director, one of the Superintendents or CFO shall be designated to serve as the Executive in Charge.

On a yearly basis, the Director will review the organizational chart and through consultation with members of the Executive Council, adjust according to the needs of the organization. The organizational chart will be posted publicly on the division website.

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

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, program and staff development, and evaluation for the education services areas.

The CFO 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 CFO also oversees the Manager of Facilities who is responsible for 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.