

BOARD DELEGATION OF AUTHORITY

The *Education Act* allows for the Board to delegate certain responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- Any authority or responsibility set out in the *Education Act* and Regulations as well as authority or responsibility set out in other legislation or regulations;
- The ability to enact Administrative Procedures, practices or regulations in alignment with Board policies required to carry out this authority; and also
- The ability to sub-delegate this authority and responsibility as required.

The Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

The Superintendent of Schools is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the *Education Act*.

Specifically:

1. The Superintendent is authorized to suspend from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *Education Act*, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with the *Education Act*, Regulations and Alberta Education policies and procedures regarding the following areas:
 - 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses, and to advise the Board accordingly
 - 3.2 French as a Second Language and French Immersion
 - 3.3 Inclusive Education
 - 3.4 Services for Students and Children

- 3.5 Home Education
- 3.6 Early Childhood Services
- 3.7 Outreach Programs
- 3.8 Knowledge and Employability Programs
- 3.9 Off-Campus Education
- 3.10 English as a Second Language
- 3.11 Guidance and Counselling
- 3.12 Student Evaluation
- 3.13 Teacher Growth, Supervision and Evaluation
- 4. The Superintendent is delegated the authority to act in the absence of Board policy in cases where an emergency action must be taken in accordance with the following:
 - 4.1 The action must be taken with regard to the tenor of the Board's philosophy.
 - 4.2 The Superintendent must inform the Board promptly of such emergency action.
 - 4.3 The Superintendent shall inform the Board of the need of a policy in the event of future occurrences.
- 5. The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than \$250,000, for the term of the contract, on behalf of the Board.
- 6. The Superintendent is delegated the authority to deal with appeals under Section 42 of the *Education Act*.
- 7. Without restricting, in any way, the general authority of the Board of Trustees, the Superintendent has been delegated the management of the school division.
- 8. Notwithstanding, the Superintendent may be delegated other duties, as assigned by the Board of Trustees.

References

Sections 33, 42, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222, *Education Act*