



ADMINISTRATION TIME PROVIDED TO SCHOOLS

Background

Board Policy 1: Board Mandate, Mission, Vision, Values and Goals speaks to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ. If the Principal is to exercise effective instructional leadership and overall supervisory control within the school, sufficient time free from scheduled classroom instruction must be provided. The Principal shall adhere to the Leadership Quality Standards to ensure this time is appropriately managed.

Procedures

1. The amount of administration time provided to the school will be determined through consultation and agreement between the Principal and the Superintendent or designate.
2. Factors to be considered in determining the amount of administration time will be:
 - 2.1 The size of the school site(s).
 - 2.2 The number of staff employed at the school.
 - 2.3 The number of students.
 - 2.4 The programs offered.
 - 2.5 The administrative organization.
3. The Principal shall provide a copy of the teaching and administrative timetables to the Superintendent or designate by September 30.

References *Education Act*
 Leadership Quality Standards