

## Board Policy 20

### Administrative Procedures

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Administrative Procedures guide and support the day-to-day operations of the Division. The Superintendent creates and maintains Administrative Procedures that are consistent with legislation and Board policy.

1. The Superintendent shall develop Administrative Procedures that are consistent with the Education Act regulations and Alberta Education policies and procedures regarding the following areas:
  - 1.1 dispute resolution;
  - 1.2 early childhood services;
  - 1.3 student evaluation;
  - 1.4 surplus land and buildings;
  - 1.5 teacher growth, supervision, and evaluation; and
  - 1.6 others, as required for effective operation of the Division.
2. The Superintendent must inform the Board of any changes to Administrative Procedures.
3. The Superintendent shall post Administrative Procedures on the Division's website.
4. The Board, by resolution, may direct that an Administrative Procedure be changed to a Board policy.
5. The Board may delete a policy and subsequently delegate the Superintendent the authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.