

AP 120 – ADMINISTRATIVE PROCEDURES DISSEMINATION

Background

The Director has been given the responsibility for developing and implementing administrative procedures.

Procedures

1. The Director will ensure that the Administrative Procedures Manual will be available on the Division web page so that all employees, students, parents and the general public have ready access to all administrative procedures.
2. When updates to the Administrative Procedures Manual are made, the Director will ensure that the Deputy Directors, Coordinators, Supervisors and Principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
3. It shall be the responsibility of the Principal to accurately convey to and interpret administrative procedures for the school staff.

Reference: Sections 85, 108, 109, 175 Education Act