

LEADERSHIP HANDBOOK

Background

A *Leadership Handbook* can assist administrative personnel with operational procedures in a number of areas including: planning and reporting, budgeting, hiring practices, student services, FOIPP, critical intervention, forms and questionnaires. Other topics that are deemed useful may be included in the handbook.

Procedures

1. The most current Leadership Handbook will be posted on the Division's internal staff site.
2. The Leadership Handbook will be reviewed on an annual basis by the Superintendent and the Division Office team to keep it current. Significant changes will be reviewed with Administrative Council as necessary.
3. Advertising and filling professional staff and support staff positions in the LRSD shall be in accordance with the procedures outlined in the handbook, unless there are extenuating circumstances.
5. Material contained in the handbook should reflect policies of the Board, current practices in the LRSD, provincial government legislation and directives, and guidelines and policies of Alberta Education. The organizational structure of the handbook and decisions related to the addition, deletion, or changing of material contained therein, will be at the discretion of the Superintendent.

December, 2003

Updates: July 2011, October 2017, January 2020