
HORIZON SCHOOL DIVISION NO. 67**POLICY HANDBOOK****Policy Code:** GCAA
Policy Title: Central Office
Administrators**Cross Reference:** GC**Legal Reference:****Adoption Date:** February 26, 1997**Amendment or Re-** June 12, 2008**affirmation Date:** November 30, 2017

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL EMPLOY OR CONTRACT INDIVIDUALS WHO SHALL ASSIST THE SUPERINTENDENT IN ADMINISTRATIVE AND EDUCATIONAL RESPONSIBILITIES, AND THE COORDINATION AND SUPERVISION OF ALL ASPECTS OF MAINTENANCE AS IT APPLIES TO THE FACILITIES WITHIN THE DIVISION.

GUIDELINES

1. Central office administrators assisting the Superintendent (e.g. Associate Superintendents, Directors, Facilities Manager) shall assume responsibilities under the direction of the Superintendent or designate.
2. Job descriptions shall be developed for central office administrative positions.
3. An evaluation of the performance of each central office administrator shall be conducted a minimum of once every contract term.
 - 3.1. Evaluations shall be based on the responsibilities outlined in each individual's job description.
4. Contract positions that are outside the scope of collective agreements shall have a maximum term of five years.