

# School District 50: Haida Gwaii/Queen Charlotte

**Policy Subject:** MANAGEMENT REGULATIONS

**Date Passed:** October 1999

**Date Amended:** NA

**Policy:** MANAGEMENT REGULATIONS

Date Approved: November, 1999

Date Amended:

## THE MANAGEMENT TEAM

Since the school district's operations are too large and complex to be managed by one person, administrative staff shall share the management responsibilities. These individuals shall be considered members of the Management Team.

Consequently,

(a) The Assistant Superintendent, the Secretary Treasurer and Facilities Manager shall be members of the Management Team, and with the Chief Executive Officer, shall constitute the Executive Committee.

(b) Principals and vice principals shall be members of the Management Team.

## ROLE OF THE MANAGEMENT TEAM

The Management Team shall support the Chief Executive Officer's efforts to achieve the Board's policies on Aims and comply with the Board's policies on Executive Limitations.

Consequently, all members of the Management Team shall:

- (a) support the Board's efforts in:
  - (i) linking with the community
  - (ii) directing and monitoring the school district

- (iii) creating partnerships with other agencies
  - (iv) fulfilling its other legislated responsibilities;
- (b) respond diligently and promptly to requests for assistance from the Chief Executive or other members of the Management Team;
- (c) establish regulations and procedures for the effective and efficient management of their department or school;
- (d) inform students, parents, staff and community of legislation, orders, policies and regulations which govern their actions;
- (e) ensure that their department or school operates consistent with Board policies and management regulations;
- (f) monitor and report on achievement of the Board policies on Aims and compliance with legislation, orders, policies and regulations;
- (g) manage all programs and services and supervise all staff within their jurisdiction;
- (h) maintain effective communications within their department or school, between it and the rest of the school district, and with external agencies;
- (i) be accountable for competent, conscientious and effective accomplishment of their obligations;
- (j) monitor and discuss their own process and performance;
- (k) provide appropriate opportunities for students, parents, staff, and community to assist in establishing operating procedures, monitoring current performance, and setting future direction;
- (l) ensure their capability in leadership and management by engaging in meaningful professional development;
- (m) carry out other legislated responsibilities.

## MANAGEMENT CODE OF CONDUCT

The Management Team and its members shall operate in an ethical and businesslike manner. This commitment includes proper use of authority, appropriate decorum in group and individual behaviour, and humane, fair and respectful treatment of students, parents, staff and the community.

Consequently, all members of the Management Team shall:

- (a) act in accordance with the school district's statement of Aims and Executive Limitations, as well as Management Regulations;
- (b) adhere to the code of conduct of their professional association or standards normally expected of their profession;
- (c) conduct themselves in a manner which represents the school district in a positive light and which does not compromise the Board and/or the Chief Executive Officer and/or their decisions;
- (d) have the highest expectations for those who work and learn in the school district;
- (e) foster a climate which promotes serving the needs of students and the interests of the community;
- (f) act in a respectful manner towards each other, students, parents, staff, the community and other agencies;
- (g) model collaboration and cooperation in their relationships.