


North East School Division - Administrative Procedure

 AP 401 Decision Making	References: Related:	Tracking: Substantive revisions – Aug 2023 Revised – March 2024
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DECISION MAKING

The Director, as the Chief Executive Officer of the North East School Division (NESD), is responsible for the organization, administration, and supervision of the school division. The incumbent has the powers and duties prescribed in the contract, the policies of the Board, and the pertinent provincial statutes and regulations.

The operations of the school division are organized into four major sections, namely, education services, human resources, business and finance, and facilities. The Superintendents and/or Chief Financial Officer (CFO) of these sections shall be responsible to the Director.

The Director, the Superintendents and CFO comprise the Executive Staff. In the absence of the Director, one of the educational superintendents shall serve as the designated Director.

The Superintendents of Learning have overall responsibility for education from Prekindergarten to grade twelve, and all specific programs in the schools. The Learning Superintendents are responsible for budgeting, program and staff development, technology services and evaluation for the education services areas.

The CFO is the senior official of the Business and Finance Department in the school division. In addition to the functions assigned as a member of the Executive Staff, the incumbent shall be responsible for the Facilities Department and Transportation Services.

The Superintendent of Human Resource Services is the senior official of the Human Resource Services Department. The major areas of responsibility involve hiring and recruitment, staff allocations, retention, and professional development of staff members, conducting appropriate investigations regarding employee matters, and assisting with the education services within the Division.

The Director is authorized to relieve staff members of part or all of their regular duties for a limited period of time and assign them to special duties.