

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 500 – Personnel and Employee Relations

### **POLICY 508: ADMINISTRATIVE APPOINTMENTS**

#### BACKGROUND

The Board of Trustees believes school administrators are educational leaders in the school. School administrators must maintain a Division perspective and fulfill obligations to the Board of Trustees. School administrators, in cooperation with all stakeholders, make decisions in the best interest of students. School administrators must make decisions, rules and regulations that are consistent with the School Act, Alberta Education Regulations and School Board policy.

#### POLICY

The selection and appointment of administrators rests with the Superintendent of Schools.

#### GUIDELINES

1. The selection of individuals to fill administrative positions shall include appropriate consultation with representatives of the School Council, School staff and Division staff.
2. Any vacancies shall be through open competition.
3. The Superintendent will be responsible to make the final decision in all administrative appointments.
4. School administrators are appointed to the Division and may be assigned by the Superintendent, for positions at both the school and Division level.

#### ADMINISTRATIVE PROCEDURES

[508 P 001 – Filling Administrative Appointments](#)

[508 P 002 – Selection and Appointment of Administrative Personnel](#)

#### REFERENCES

Alberta Education – School Act

Alberta Education Regulations

**Approved:** June 1, 2004

**Revised:** November 15, 2016