

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Senior Leadership Team			
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Procedure Owner:	Director of Education	Last Reviewed:	JAN 5, 2026
Legal Reference(s):	<i>The Education Act, 2015, s. 85</i> <i>The School Division Administration Regulations, 2017, s. 42, 46</i>		

Background

Educational services provided to students in Living Sky School Division (LSKYSD) are expected to be of high quality. To this end, senior staff members are charged with demonstrating leadership that ensures efficient and effective delivery of education and administration of the Division.

Scope

This procedure provides a high-level view of the role of the senior leadership team and related hiring, contract, and assessment practices.

Roles & Responsibilities

Senior Leadership Team (SLT)

- The senior leadership team consists of the director and deputy director of education, chief financial officer, service leads and superintendents of learning. It is chaired by the director of education.

The mandate of the senior leadership team is to connect all facets of the organization and to work collaboratively to ensure system effectiveness.

The SLT works largely at the strategic level, providing overall system direction. Demonstrating the Division's core values, using both their deep knowledge of business and educational leadership, and benefitting from their experiences, the SLT manages operations efficiently and effectively and leads system change when innovation is required. SLT members also lead and support others to enhance leadership capacity both at central services and in schools.

As a result, students are provided with a positive experience and quality programming. School and system goals are achieved.

Procedures

Appointment

1. Recruitment and selection of these positions, with the exception of the director of education, shall follow the processes outlined in the Recruitment and Hiring Process Handbook.
2. Candidates selected for consideration are to demonstrate personal leadership qualities and professional expertise, as well as commitment to the values, ideals, and practices of the Division.
3. The director is to report appointments to the Board as information items.



Contract

4. The contract of employment for persons appointed to these positions is to include:
 - a. salary and other allowances;
 - b. vacation entitlement;
 - c. the procedure for review of the terms of the contract by either party;
 - d. the procedure for termination of the contract by either party; and
 - e. any other terms and conditions of employment.

Assessment

5. The director of education is to conduct an annual performance review of these personnel. Key assessment areas shall include:
 - a. knowledge of Board policies and application of administrative procedures;
 - b. delivery on mandate and core services;
 - c. achievement of strategic goals and outcomes;
 - d. demonstration of leadership practices included in the Division's Leadership Framework; and
 - e. modelling of the organization's core values.

Related

Recruitment and Hiring Process Handbook (*internal document*)