

Administrative Procedure 470 – Appendix A

Appendix A - DIVISION OFFICE INQUIRIES – DISPOSITION

Executive Assistant to Superintendent – Responsibilities:

Administrative Procedures Manual
Advertising – Superintendent's Office
Alberta Education – ExtraNet Information
Alberta Education – Authority and School Authority Information
Arbor Day Tree Seedlings
Board Highlights
Board Policy Handbook
Christmas Cards
Christmas & Winter Concerts, Performances & Celebrations
Division Office Staff Meetings
Forms Directory
Graduation Ceremonies Information
Graduation Pins
Instructional Hours
Long Service Awards - Pins and Gifts
Retirement Gifts
School Councils Annual Meeting
School Councils Annual Report
School Councils Contact Information
School Opening Information and Advertisement
School/Staff/Student Recognition
School Summer and September Information
School Year Calendar
Superintendent's Attendance Hearings
Superintendent's Meetings
Teacher-Board Advisory Committee
Welcome Back & Long Service Awards Ceremony

Human Resources Coordinator – Responsibilities:

Advertisements - Administrators / Teachers
Application for Teaching Positions - (Web Based)
Certification - Teachers
Intervention Record Checks
Collective Agreements
Contracts - Teachers / Administrators -Temporary / Probationary / Continuous
Criminal Records Checks
Eligibility / Evaluation for Continuous / Future Contracts
Eligibility / Evaluation for Permanent Certificate
Employee Status Form Completion - Teachers
Evaluations - Teachers / Administrators
FOIP (Freedom of Information & Protection of Privacy)
Human Resources Data Base
Leaves of Absence - Personal or Professional / Sabbatical
Medical Absence Documentation Requirements
Parental Complaints - re: Teachers
Resignation / Retirement Inquiries - Teachers
Return to Teaching Position - *Notification by Letter of Intent (med. certificate where applicable)*
Service - Black Gold/County of Leduc/Devon/Leduc School District - all Employees (Awards)
Summer School Position Recruiting
Teacher Experience – Proof Re: *Grid Placement*
Teacher Exchange Programs
Teacher Recruiting Functions

Human Resources Assistant to Associate Superintendent–Human Resources & Administration
– Responsibilities:

Non-certificated personnel:

Education Assistants, Secretaries, Library Technicians/Clerks, Speech Language Pathologists, Educational Transliterators, Occupational Therapists, Custodians, Division Support Staff, O & M Personnel, Facility Supervisors

Advertisements

Applications for Employment - General Inquiries

Certification – Education Assistants, Educational Transliterators, Occupational Therapists

Contracts – Substitute / Temporary / Probationary / Continuous

Criminal Records Checks

Employee Status Form Completion

Evaluations

FTE allotments for Education Assistant and School Support staff

Intervention Record Checks

Leaves of Absence - Personal/Professional/Medical – Inquiries/Proper Documentation and Follow-up

Letters – Assignment Confirmations, Status of Employment, etc.

Resignation/Retirement Inquiries

Organizational Chart and Phone Lists

Seniority Lists

Administrative Assistant to Superintendent – Learning Services - Responsibilities:

Achievement Tests: Dates/Materials/Exemptions/Reports
Alternative Education: Black Gold Outreach School/Charter Schools/Distance Education/InterEd
Annual Education Results Report/ Three Year Education Plan
Career and Technology Studies (CTS)
Course Challenges
Diploma Examinations - Dates/Materials/Reports
Division Probations
Extra-Curricular Activities
Foreign (Visiting) Students/Student Exchanges
Gifted Program
Locally Developed Courses
Markers: Diploma Examinations/Achievement Tests
Off-Campus Education – Registered Apprenticeship Program, Green Certificate, Work Experience
School Evaluations
Short Term Professional Improvement Plan
Student Awards and Scholarships
Student Discipline
Student Excursions
Student Excursions Manual
Summer Programs
Academic Planning Calendar
Unauthorized Resources

Administrative Assistant to Associate Superintendent, Business and Finance – Responsibilities:

Advertising for Directories
Board Agendas Preparation
Board Meeting Attendance and Taking Minutes of Meetings
Board Appointments to Attend Board Meetings
Board Committees
Board Conferences and Meetings
Board Organizational Meetings
Board Planning Sessions
Changes to Enrolment Numbers
Coding of Visa Statements
French Second Language Grant and English Second Language Grant
Insurance Information
Invoicing for Sub Costs to Outside Organizations
Maintain Funding Event System (FES) Changes for Alberta Education – Coding and Conflicts
Ordering Business Cards/Materials for Division Office/Trustees
Outstanding School Fees Forwarded to Collections
School Enrolment Calculations in FES
School Visits Schedule
Student Accident Reports
Tracking of Charitable Receipts