



ADMINISTRATIVE PROCEDURES

SECONDARY SCHOOL DEPARTMENT HEAD ORGANIZATIONAL MODEL (Policy Statement: Secondary School Department Head Organizational Model)

Purpose

The purpose of the Department Head Organizational Model is to provide procedure to support the development of effective school administrative teams that enhance the Catholic nature, nurture equity and inclusion in Catholic Learning Community while optimally supporting staff and curriculum requirements.

References

[The Education Act](#)

Procedures

Structure

1. Each Catholic Secondary School will have a basic complement of six Department Heads. It is recommended that when a school reaches 700 students an additional department head position will be required and, with each subsequent 100 students, an additional department head position created to a maximum of nine Department Heads. When departments must be combined under one Headship, to reflect an equitable organizational model within the school, every effort should be made to create a balance of responsibility.
2. Where a Secondary Principal is of the view that a special circumstance exists in his or her school, application may be made to the appropriate Supervisory Officer for consideration.
3. All appointments are to be three years in length, to a maximum of two terms. At the end of the three-year term, the position will be posted and open to all who are qualified, with consideration to the incumbent, if no other qualified candidates apply for the position.
4. The interview panel for Department Head will consist of two Administrators and a Superintendent of Education.
5. The number of Department Heads will be based on the October 31st student count which may be adjusted in consultation with the School Superintendent.

Function

1. The official chairperson of the Secondary School Administrative Team will be the Principal who may choose to delegate this responsibility. The business of this group will include the following:
 - Consider school-wide issues and conduct school-wide business;
 - Facilitate communication between school administration and the six to nine departments and provide mentorship to department members;
 - Review policies and procedures and assist the Principal in the review, development, revision and implementation of policies and procedures;
 - Co-lead professional development to support the implementation of the School Improvement Plan and increase levels of student achievement and to foster inclusive and equitable catholic learning communities;
 - Participate in role specific professional development as well as self-selected professional development to strengthen desired assets of the role.
2. Although the Administrative Team must realize that the ultimate responsibility for operating the school rests with the Principal, the operation of the Team will be based on the concept of the strength of collective effort. The focus will be on decision-making through a collegial, cooperative approach.
3. The duties of the Department Heads are as referenced in [The Education Act](#) under Regulation 298 – Operation of Schools – General.

Appendices

Appendix 1: Secondary School Department Head Organizational Model Guiding Principles

Approved: October 2021