

SRPSD Administrative Council's Responsibilities – 2026-27

SRPSD Commitment to Student Achievement

Strategic Leadership

- Ensure Alignment with Provincial Education Plan
- Engage in SRPSD Strategic Plan Development and Implementation
- Implement Policy and Administrative Procedures
- Provide Organizational Management
 - Change Management
 - Project Management
 - Risk Management

Instructional Leadership

- Promote Inclusive Education
- Enhance Professional Learning Communities
- Supervise Teacher and Staff Growth and Evaluation
- Supervise Principal Growth and Evaluation
- Support School Clusters

Community Relations

- Enhance Communications and Community Relations

Ethical Leadership

- Promote SRPSD Core Values
- Promote Staff and Student Wellness
- Promote Occupational Health and Safety
- Promote Truth and Reconciliation

Fiscal Responsibility

- Practice Sound Fiscal Management
- Assist Budget Development

Jennifer Hingley Superintendent of Schools	Kelly Gerhardt Superintendent of Schools	Garette Tebay Superintendent of Schools	Cory Trann Superintendent of Schools	Jeff Court Superintendent of Schools
Curriculum (PreK -12) • Inclusive Learning Team (with Kelly Gerhardt) • Provincial connection • Division implementation • Consultants, Coaches & Dream Catcher Coaches Assessment • Division Common Assessments • Provincial & National Assessments • Student Data and Reporting system Staff Development • Leadership Learning Community & Wicahitowin (with Kelly Gerhardt) • Teacher Learning Communities Indigenous Education Initiatives • ISSI and other Partnerships • Anti Oppressive and Anti Racist leadership Language Programs • French Immersion • Cree and Michif Awards and Scholarships • Board Sponsored Awards • Division Based Third Party Scholarships	Inclusive Education & Supports • Inclusive Learning Team (with Jennifer Hingley) • Consultants, Coaches, SLPs, Ed Psychs, OTs, Audiologist, Social Workers, IECs, Mentors and CSCs • Equity, Diversity and Inclusion Staff Development • Leadership Learning Community & Wicahitowin (with Jennifer Hingley) • Educational Associates & Mentors Specialized Learning Centres English as an Additional Language Wellness • Mental Health Framework • Public Health • Bully Prevention and Intervention Partnerships Eagle's Nest, Ranch Ehrlo, Health, Prince Albert Youth Ranch, Early Childhood Intervention Program, Early Learning Council, SWIS, Community Crisis Response Team, Hub, Police, Youth in Custody and Corrections Crisis/Risk Management • Emergency Response Plan (with Derek Blais) • Violence Threat Risk Assessment (ARTO) • SRPSD Traumatic Event Response	Community Engagement • Enrolment Enhancement • Communications and Community Relations • School Community Councils & Student Voice (SRSC) • OurSchool Survey • Home Based Education • Art Show • Kids First • Family Resource Centre • Early Childhood Council (ECC) • Community Network Coalition • French Immersion Safe and Caring Schools • First Aid, CPR and AEDs • Tobacco & Drug Abuse Prevention • Nutrition, Feeding our Future & Physical Activity • Before and After School Programs • Childcare • Public Health (School Immunizations, Dental) Educational Technology • Instructional Integration - Software & Apps • Distance Learning Libraries • School Libraries • Teacher Resource Centre Copyright Extra-Curricular (non-athletics) • Arts, Drama, Music, etc.	Human Resources – Teachers, Out of Scope (with Jeff Court) • Hiring & Transfers • Bargaining ○ Grievances ○ Labour Management ○ Contract Implementation • Substitutes & leaves • Benefits • Recognition of Experience • Classification and Reclassification • Practicum Placement • Job Descriptions • Teacher Secondments • Education Leaves and Bursaries • Interpretation of HR legislation and collective agreements • Staff support/intensive assistance/discipline Student Enrolment Reports (with Joyce Ward and Jerrold Pidborochynski) Privacy Officer (LAFOIP) (with Jeff Court) • Access Requests • Breach Investigations	Human Resources – CUPE, Mentors, Out of Scope (with Cory Trann) • Hiring & Transfers • Bargaining ○ Grievances ○ Labour Management ○ Contract Implementation • Substitutes & leaves • Benefits • Recognition of Experience/Seniority • Classification and Reclassification • Practicum Placement • Job Descriptions • Interpretation of HR legislation and collective agreements • Work calendar development • Staff support/intensive assistance/discipline • Partnerships with Post secondary institutions ie. dual credit Early to the Profession Teacher Support Administrator Meetings SRPSD (Trach) Sports Academy Extra-Curricular (Athletics) • Safety Guidelines • SHSAA and P4A • Dreambroker (SaskSport) Privacy Officer (LAFOIP) (with Cory Trann) • Access Requests • Breach Investigations

Derek Blais Superintendent of Facilities	Jerrold Pidborochynski Chief Financial Officer	Joyce Ward Administrative Services Officer	Neil Finch Director of Education
Facility Management & Planning - Facility asset management & planning - Preventative Maintenance & Renewal (PMR) program - Major capital planning & construction projects - Minor construction & renovation projects - Facilities Master Plan Implementation Caretaking & Maintenance - Manage and direct caretaking and maintenance services - Maintenance planning & prioritization Safety & Risk Management - Oversight of Division-wide Occupational Health and Safety program - Lead facilities-related risk management, including insurance claims & incident response - Emergency Response Plan (with Kelly Gerhardt) Financial & Procurement - Facilities budgeting and fiscal management - Procurement, tenders, and contract management Energy & Sustainability - Energy management and utility optimization Community Use & Partnerships - Facility rentals and community use - External partnerships and municipal relations	Financial Services - Oversee accounting, payroll, financial reporting and purchasing - Ensuring the Division operates in a fiscally responsible manner Information Technology Services - Management of integrated informational services - IT Disaster Recovery Plan Transportation Services - Management student transportation services Tender / Request for Purchase Audit Oversight Risk Management Student Enrolment Reports (with Joyce Ward and Cory Trann) Nominal role verification	Office Administration - Administrative Budget Supervision of School Secretaries Board Support - Board meetings preparation - Board events ie. June Recognition Event Records Management - LAFOIP support for Jeff Court and Cory Trann Security Officer Student Data System (SDS) MySchoolSask informational system support Division contact for telephone systems - Telephone purchases, repair and upgrades - Mobile device purchases Student Enrolment Reports (with Cory Trann and Jerrold Pidborochynski) Nominal role verification	Board Relations/Governance - Board meetings preparation/reporting - Board Development - Ongoing communication with trustees Policy and Administrative Procedures - Implementing Board Policy - Developing, implementing and updating Administrative Procedures Supervision of Administrative Council members - Evaluation / Professional Growth Plans Educational Leadership, - Providing leadership in all matters relating to education in the Division. Student Learning and Well-Being Fiscal Responsibility - Ensuring the Division operates in a fiscally responsible manner Human Resources Managent - Providing oversight for all human resource-related processes and actions Strategic Planning & Reporting - Facilitating, implementing and reporting alignment with plan Communication and Community Relations - First contact for public communciation and oversight on all school division communciation. Enterprise Risk Management