

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

Ethical Leadership

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

Community Relations

- Enhance Communications and Community Relations

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
<p>Curriculum (PreK -12)</p> <ul style="list-style-type: none"> • Inclusive Learning Team (with Kelly Gerhardt) • Provincial connection • Division implementation • Consultants, Coaches & Dream Catcher Coaches <p>Assessment</p> <ul style="list-style-type: none"> • Division Common Assessments • Provincial & National Assessments • Student Data and Reporting system <p>Staff Development</p> <ul style="list-style-type: none"> • Leadership Learning Community & Wicahitowin (with Kelly Gerhardt) • Teacher Learning Communities <p>Indigenous Education Initiatives</p> <ul style="list-style-type: none"> • ISSI and other Partnerships • Anti Oppressive and Anti Racist leadership <p>Language Programs</p> <ul style="list-style-type: none"> • French Immersion • Cree and Michif <p>Awards and Scholarships</p> <ul style="list-style-type: none"> • Board Sponsored Awards • Division Based Third Party Scholarships 	<p>Inclusive Education & Supports</p> <ul style="list-style-type: none"> • Inclusive Learning Team (with Jennifer Hingley) • Consultants, Coaches, SLPs, Ed Psychs, OTs, Audiologist, Social Workers, IECs, Mentors and CSCs • Equity, Diversity and Inclusion <p>Staff Development</p> <ul style="list-style-type: none"> • Leadership Learning Community & Wicahitowin (with Jennifer Hingley) • Educational Associates & Mentors <p>Specialized Learning Centres</p> <p>English as an Additional Language</p> <p>Wellness</p> <ul style="list-style-type: none"> • Mental Health Framework • Public Health • Bully Prevention and Intervention <p>Partnerships</p> <p>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</p> <p>Crisis/Risk Management</p> <ul style="list-style-type: none"> • Emergency Response Plan (with Derek Blais) • Violence Threat Risk Assessment (ARTO) • SRPSD Traumatic Event Response 	<p>Community Engagement</p> <ul style="list-style-type: none"> • 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 <p>Safe and Caring Schools</p> <ul style="list-style-type: none"> • 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) <p>Educational Technology</p> <ul style="list-style-type: none"> • Instructional Integration - Software & Apps • Distance Learning <p>Libraries</p> <ul style="list-style-type: none"> • School Libraries • Teacher Resource Centre <p>Copyright</p> <p>Extra-Curricular (non-athletics)</p> <ul style="list-style-type: none"> • Arts, Drama, Music, etc. 	<p>Human Resources – Teachers, Out of Scope (with Jeff Court)</p> <ul style="list-style-type: none"> • Hiring & Transfers • Bargaining <ul style="list-style-type: none"> ○ 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 <p>Student Enrolment Reports (with Joyce Ward and Jerrold Pidborochynski)</p> <p>Privacy Officer (LAFOIP) (with Jeff Court)</p> <ul style="list-style-type: none"> • Access Requests • Breach Investigations 	<p>Human Resources – CUPE, Mentors, Out of Scope (with Cory Trann)</p> <ul style="list-style-type: none"> • Hiring & Transfers • Bargaining <ul style="list-style-type: none"> ○ 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 <p>Early to the Profession Teacher Support</p> <p>Administrator Meetings</p> <p>SRPSD (Trach) Sports Academy Extra-Curricular (Athletics)</p> <ul style="list-style-type: none"> • Safety Guidelines • SHSAA and P4A • Dreambroker (SaskSport) <p>Privacy Officer (LAFOIP) (with Cory Trann)</p> <ul style="list-style-type: none"> • Access Requests • Breach Investigations

Derek Blais Superintendent of Facilities	Jerrold Pidborochynski Chief Financial Officer	Joyce Ward Administrative Services Officer	Neil Finch Director of Education
<p>Facility Management & Planning</p> <ul style="list-style-type: none"> • Facility asset management & planning • Preventative Maintenance & Renewal (PMR) program • Major capital planning & construction projects • Minor construction & renovation projects • Facilities Master Plan Implementation <p>Caretaking & Maintenance</p> <ul style="list-style-type: none"> • Manage and direct caretaking and maintenance services • Maintenance planning & prioritization <p>Safety & Risk Management</p> <ul style="list-style-type: none"> • 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) <p>Financial & Procurement</p> <ul style="list-style-type: none"> • Facilities budgeting and fiscal management • Procurement, tenders, and contract management <p>Energy & Sustainability</p> <ul style="list-style-type: none"> • Energy management and utility optimization <p>Community Use & Partnerships</p> <ul style="list-style-type: none"> • Facility rentals and community use • External partnerships and municipal relations 	<p>Financial Services</p> <ul style="list-style-type: none"> • Oversee accounting, payroll, financial reporting and purchasing • Ensuring the Division operates in a fiscally responsible manner <p>Information Technology Services</p> <ul style="list-style-type: none"> • Management of integrated informational services • IT Disaster Recovery Plan <p>Transportation Services</p> <ul style="list-style-type: none"> • Management student transportation services <p>Tender / Request for Purchase</p> <p>Audit Oversight</p> <p>Risk Management</p> <p>Student Enrolment Reports (with Joyce Ward and Cory Trann)</p> <p>Nominal role verification</p>	<p>Office Administration</p> <ul style="list-style-type: none"> • Administrative Budget <p>Supervision of School Secretaries</p> <p>Board Support</p> <ul style="list-style-type: none"> • Board meetings preparation • Board events ie. June Recognition Event <p>Records Management</p> <ul style="list-style-type: none"> • LAFOIP support for Jeff Court and Cory Trann <p>Security Officer Student Data System (SDS)</p> <p>MySchoolSask informational system support</p> <p>Division contact for telephone systems</p> <ul style="list-style-type: none"> • Telephone purchases, repair and upgrades • Mobile device purchases <p>Student Enrolment Reports (with Cory Trann and Jerrold Pidborochynski)</p> <p>Nominal role verification</p>	<p>Board Relations/Governance</p> <ul style="list-style-type: none"> • Board meetings preparation/reporting • Board Development • Ongoing communication with trustees <p>Policy and Administrative Procedures</p> <ul style="list-style-type: none"> • Implementing Board Policy • Developing, implementing and updating Administrative Procedures <p>Supervision of Administrative Council members</p> <ul style="list-style-type: none"> • Evaluation / Professional Growth Plans <p>Educational Leadership,</p> <ul style="list-style-type: none"> • Providing leadership in all matters relating to education in the Division. <p>Student Learning and Well-Being</p> <p>Fiscal Responsibility</p> <ul style="list-style-type: none"> • Ensuring the Division operates in a fiscally responsible manner <p>Human Resources Managent</p> <ul style="list-style-type: none"> • Providing oversight for all human resource-related processes and actions <p>Strategic Planning & Reporting</p> <ul style="list-style-type: none"> • Facilitating, implementing and reporting alignment with plan <p>Communication and Community Relations</p> <ul style="list-style-type: none"> • First contact for public communciation and oversight on all school division communciation. <p>Enterprise Risk Management</p>