

GREYTOWN SCHOOL POLICY STATEMENT

Allocation of Units

Rationale:

The fair and equitable allocation of management units will assist the school to meet its priorities.

Purpose:

To guarantee all staff that the process of allocating Management Units is clearly defined.

To ensure a balanced management team that supports school processes procedures and initiatives.

Guidelines:

Allocation

1. The allocation of units will be the responsibility of the principal who will:
 - consult staff
 - manage the process
 - report to the board regarding the allocation of units.

Units (Permanent)

2. Where a management unit is deemed to be permanent, a job description will be developed outlining job specifications, duties and expectations linked to the unit or units.
3. If a unit holder is designated deputy or assistant principal the job description will include the Professional Standards for Deputy of Assistant Principals.

Units (Fixed Term)

4. In consultation with the staff key tasks will be developed from the short to medium term objectives identified in the school development plan.
5. An opportunity to apply for the units will be offered to any staff member who wishes to carry out the key tasks.
6. The units will be allocated to the person or persons identified as most qualified for the key task.

Formulated August 2009

Review Date August 2012

Signed _____ Chairperson