

## ORGANIZATION AND ADMINISTRATION

In the practice of administration, school business officials are strategic planners with exceptional people skills. They're leaders with organizational, managerial and analytical experience, who work on everything from relationship-building to risk management. The administration practice includes several different functions, including:

- Organization & Administration
- Public Policy and Intergovernmental Relations
- Legal Issues
- Risk Management



This profile tool is intended to frame your reflection on your practice, based on the indicators for each of the areas.

You may choose to add additional indicators based on shared practices and/or emerging legislation and/or research that identify areas in which you would like to grow.

As an affiliated association with ASBO International, we have aligned our professional standards to those of the global community to reflect the current roles and responsibilities of members working in the business, finance, and operations in the K-12 education system in Alberta.

If you wish to do a more in-depth assessment of your current skill levels, you can refer to the [2021 International School Business Management Professional Standards](#) which provides further competency identifiers for entry, mid and senior level guides for aligning foundational industry knowledge and expertise.



## AREA OF PRACTICE

### Organization and Administration

#### ORGANIZATION AND ADMINISTRATION

As a core part of the corporate secretary role, the organization and administration function are responsible for everything within the leadership arena, working with senior leadership and the board to translate their vision into a reality.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>a) Identify and apply various organizational leadership models.</li> <li>b) Motivate others, delegates, plans, and allocate appropriate resources.</li> <li>c) Assign personnel and resources.</li> <li>d) Problem solves, make decisions, adapt to change.</li> <li>e) Collect, analyze, and evaluate information.</li> <li>f) Apply basic concepts of organizational development.</li> </ul>	
	<p style="text-align: center;">AREAS FOR GROWTH</p>

## AREA OF PRACTICE

### Organization and Administration

#### PUBLIC POLICY AND INTERGOVERNMENTAL AFFAIRS

A key part of this role is understanding and interpreting legislation and policy that applies to education and ensuring compliance. This function is also responsible for advising the board, helping the superintendent, and engaging the community, including government, school boards and MLA's.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>a) Develop, interpret, evaluate, and apply policies and roles of all relevant authorities.</li> <li>b) Understand the role and influence of special interest groups.</li> <li>c) Understand and analyze the political and legislative process as it relates to local school board elections, municipal governments, provincial legislatures, and other government jurisdictions.</li> <li>d) Understand and use the skills necessary to interpret and evaluate local school board policies, and administrative procedures to ensure consistent application in the daily operation of the school authority.</li> </ul>	
	AREAS FOR GROWTH

## AREA OF PRACTICE

### Organization and Administration

#### LEGAL ISSUES

This function requires a robust understanding of education law and contracts, and school business officials must know when to consult with lawyers and how to apply and understand employment standards, and human rights with integrity and ethics.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>a) Identify and apply constitutional rights that apply within the education system.</li> <li>b) Review, analyze and apply statutory legislation.</li> <li>c) Review and analyze significant statutory and case law relative to financial resource; human resource; facility, property and acquisition, transportation information management including freedom of information and protection of privacy.</li> <li>d) Apply the highest values and ethical standards as they relate to the profession of school business administration.</li> <li>e) Protect all stakeholder interests with respect to responsibility and financial integrity.</li> <li>f) Implement a “whistle blower” policy to facilitate an atmosphere of openness and trust.</li> </ul>	
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## AREA OF PRACTICE

### Organization and Administration

#### RISK MANAGEMENT

Involves understanding risk and applying that to the education system as a whole. School business officials in this role understand everyday operations, and they have processes in place to mitigate risk within them as much as possible.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> <li>a) Ensures that a comprehensive risk management program is in place that addresses safety and security of individuals, facilities, and information.</li> <li>b) Assess risk management programs and recommend changes consistent with school authority needs.</li> <li>c) Adheres to legal requirements for insurance coverage.</li> <li>d) Ensures that an evaluation of insurance plans is conducted, comparing existing coverage against risk assessment to ensure adequate coverage, and evaluate costs to obtain the best value and minimize loss exposure.</li> <li>e) Ensure that insurance plans are managed by actively monitoring and handling claims and implementing loss prevention strategies to mitigate and prevent future losses.</li> <li>f) Identify and apply models for the evaluation of potential risk management programs.</li> <li>g) Implement a process to review the performance of the school authorities/partnership's risk management program annually and recommend changes as appropriate.</li> <li>h) Ensures that a comprehensive OH&amp;S program is in place as required by legislation.</li> <li>i) Ensures that a crisis management plan has been developed and that there are appropriate steps in place to operationalize it in the event of an emergency.</li> </ul>	
	AREAS FOR GROWTH