

Appendix B

Ministry of Education

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Ministère de l'Éducation

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**RMM: 03**

MEMORANDUM TO: Directors of Education
 Secretaries and Supervisory Officers of School Authorities

FROM: Joan Fullerton
 Regional Manager

DATE: December 23, 2011

SUBJECT: *Revised Guide - Supervisory Officers: Certification, Appointment and Notice of Suspension / Dismissal*

It is part of the ministry's ongoing work to ensure that all supervisory officer appointments and designations of responsibility are made in accordance with the requirements of the *Education Act* and regulations. The enclosed guide entitled *Supervisory Officers: Certification, Appointment and Notice of Suspension / Dismissal* is intended to provide boards with information on the legislative requirements and ministry procedures for the certification and appointment of supervisory officers.

The guide has been updated and supersedes the previous version dated July 2009. A section has been added on the requirement and process for boards to notify the Minister when a supervisory officer, including the director of education, is suspended or dismissed. Please also note that in light of Bill 177 changes to the *Education Act*, boards are no longer required to provide a board resolution respecting a supervisory officer appointment when requesting confirmation of the eligibility for the position.

Any person who is performing the duties of a supervisory officer as set out in legislation must meet the appropriate supervisory officer's qualifications in the Act and regulations. I would like to remind you that prior to appointing a supervisory officer, a board must obtain the Minister's confirmation that the person is eligible for the position. Please also note that senior administrators whose appointment as a supervisory officer has not been confirmed by the Minister should not sign documents attributed to supervisory officers in the legislation.

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If there is an individual who has the appropriate supervisory officer's qualifications but whose appointment has not been confirmed, or an individual who is not qualified for their designated supervisory responsibilities working in your board, please contact me immediately. I will be able to provide you with further information and discuss with you the steps to correct the situation.

If you have any questions, please contact Debbie Cummings, Education Officer, at 705.725.7634 or 1.866.896.3922 or by email at Debbie.Cummings@ontario.ca. Thank you for your attention to this matter.



Joan Fullerton,
Regional Manager

Attachments

Link to full document for:

Supervisory Officers: Certification, Appointment and Notice of Suspension/Dismissal, 2011

[https://www.edu.gov.on.ca/eng/policyfunding/memos/dec2011/SO2011Certification Appointments Guide.pdf](https://www.edu.gov.on.ca/eng/policyfunding/memos/dec2011/SO2011Certification_Appointments_Guide.pdf)