
ROLE OF THE SUPERINTENDENT

Background

The Superintendent is the Chief Executive Officer of the District. The Superintendent reports directly to the corporate Board and is accountable to the Board of Education for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Specific Areas of Responsibility

1. Student Learning

- 1.1 Provides leadership in all matters relating to education in the District.
- 1.2 Support instructional strategies, assessment and resources that reflect mission, vision and values.
- 1.3 Implements directions established by the Minister.
- 1.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and positive citizenship.
- 1.5 Reports annually on student results achieved.

2. Student Welfare

- 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 2.3 Ensures the facilities safely accommodate District students.

3. Fiscal Responsibility

- 3.1 Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the *School Act* or any other Act or regulation.

- 3.2 Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Prepares and presents the budget which reflects Board priorities.
- 3.4 Ensures the Board has current and relevant financial information.
4. Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
5. Policy/Administrative Procedures
 - 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.
6. Superintendent/Board Relations (“The First Team”)
 - 6.1 Respects and honours the Board’s role and responsibilities and facilitates the implementation of that role as defined in Board policy.
 - 6.2 Provides the information and counsel which the Board requires to perform its role.
 - 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
7. Strategic Planning and Reporting
 - 7.1 Leads the development and implementation of the strategic planning process.
 - 7.2 Involves the Board appropriately (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
 - 7.3 Reports at least annually on results achieved.
8. Organizational Leadership and Management
 - 8.1 Promote at all times a high standard of collaborative professional leadership, effective human relations, and a spirit of educational innovation throughout the district.
 - 8.2 Demonstrates effective organizational skills
 - 8.3 Reports to the Minister with respect to matters identified in and required by the *School Act* and provincial legislation.

- 8.4 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.5 Acts as or assigns the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act and adopt the schedule of fees in the FOIPP Regulation as permitted under Section 75(1) of the Act.

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and the Access to Information Act (ATIA).