

ROLE OF THE SUPERINTENDENT

The Board recognizes the need for one person to be in charge of the management of the District in order to provide coordinated leadership. Therefore, the Board designates the Superintendent as the Chief Executive Officer of the Board and the Chief Education Officer of the District and delegates to the Superintendent responsibility for overall administration of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Specific Areas of Responsibility:

1. Student Welfare

The Superintendent shall:

- 1.1 Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 1.2 Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the District.
- 1.3 Ensure facilities adequately accommodate District students.

2. Educational Leadership

The Superintendent shall:

- 2.1 Provide leadership in all matters relating to education in the District.
- 2.2 Implement directions established by the Ministry and make the Board aware of any instances where this direction is not consistent with Board direction.
- 2.3 Engage in professional development activities to ensure currency in education practice.

3. Fiscal Responsibility

The Superintendent shall:

- 3.1 Provide the Board with a recommended annual operating budget, such capital expenditures as may be required, and periodic statements of revenue and expenditures.
- 3.2 Ensure the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

4. Personnel Management

The Superintendent shall:

- 4.1 Have overall authority and responsibility for all personnel-related issues, except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or Collective Agreements.

4.2 Promote at all times a high standard of professional leadership, effective human relationships, and a spirit of educational advancement throughout the District.

4.3 Monitor and improve the quality of instruction and the performance of all staff.

5. **Policy/Administrative Procedures**

The Superintendent shall:

5.1 Proactively facilitate the planning, development, implementation and evaluation of Board policies.

5.2 Provide leadership in the development, implementation, evaluation and editing of administrative procedures.

6. **Superintendent/Board Relations**

The Superintendent shall:

6.1 Establish and maintain positive professional working relations with the Board.

6.2 Respect and honour the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.

6.3 Keep the Board informed of developments within the District.

7. **Planning and Reporting**

The Superintendent shall:

7.1 Lead the District's planning process, implement the plan as approved and involve the Board appropriately in this process (Board approval of process and timelines, Board identification of priorities, provision for Board input early in the process, and final Board approval).

7.2 Report annually on results achieved.

8. **Organizational Management**

The Superintendent shall:

8.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.

8.2 Report to the Minister with respect to matters identified in and required by the *School Act*.

9. **Communications and Community Relations**

The Superintendent shall:

9.1 Take appropriate actions to ensure positive external and internal communications are developed and maintained.

9.2 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.

9.3 Give continuing and regular attention to the promotion of good relations with staff and public, and act as one of the Board's spokespersons as required on District matters in concert with the Chair.

10. **Leadership Practices**

The Superintendent shall:

- 1.1 Practice leadership in a manner that is viewed positively in carrying out the directives of the Board and the Minister.

Legal Reference: Section 22, *School Act*