

ROLE OF THE SUPERINTENDENT

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

The Superintendent is the head of the Division (public body) for the purposes of the Freedom of Information and Protection of Privacy Act.

Specific areas of responsibility are:

1. Student Welfare
 - 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
 - 1.2 Ensures the safety and well being of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
 - 1.3 Ensures the facilities including playgrounds adequately and safely accommodate Division students.
 - 1.4 Acts as, or designates, the attendance officer for the Division.
2. Educational Leadership
 - 2.1 Provides leadership in all matters relating to education in the Division.
 - 2.2 Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
 - 2.3 Implements education policies established by the Minister and the Board.
3. Fiscal Responsibility
 - 3.1 Ensures the development of the annual Division budget for consideration by the Board
 - 3.2 Ensures the fiscal management of the Division by the Assistant Superintendent – Business is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or regulation.
 - 3.3 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related matters, save and except: the development of mandates for bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 4.2 Has overall authority and responsibility for monitoring the performance of staff.
- 4.3 Ensures development of leadership capacity within the Division.

5. Policy/Procedures

- 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies and administrative procedures.
- 5.2 Ensures that administrative procedures and other relevant documents are kept current.

6. Superintendent / Board Relations

- 6.1 Establishes and maintains positive, professional working relations with the Board.
- 6.2 Respects and honours the Board's role and responsibilities, and facilitates the implementation of that role as defined in Board policy.
- 6.3 Provides the information which the Board requires to perform its role.
- 6.4 Considers political implications relative to the development of administrative procedures and solicits Board input as appropriate.

7. Three-Year Education Planning & Reporting

- 7.1 Has overall authority and responsibility for the Three-Year Education Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.
- 7.2 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- 7.3 Reports regularly on results achieved.

8. Organizational Management

- 8.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2 Reports to the Minister with respect to matters identified in and required by the School Act.

9. Communications & Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.

- 9.2 Keeps the Board informed through the provision of appropriate accountability reports.
- 9.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 9.4 Participates actively in school community events in order to enhance and support the Division's mission.

10. Leadership Practices

- 10.1 Demonstrates leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the Board and the Minister.
- 10.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

Legal Reference: Section 14, 60, 61, 113, 114, 115 School Act

Amended: March 2012
 June 2014