

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 for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific Areas of Responsibility

1. Student Learning

- 1.1 Provides leadership in all matters relating to education in the Division.
- 1.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 1.3 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 citizenship.
- 1.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- 1.5 Provides leadership in implementing education policies established by the Minister and the Board.

2. Student Welfare

- 2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.
- 2.3 Ensures the safety and well-being of students whether or not it occurs within the school building, during the school day or by electronic means.
- 2.4 Ensures the facilities adequately accommodate Division students.
- 2.5 Acts as, or designates, the attendance officer for the Division.

3. Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the preparation and the presentation of the budget.
- 3.4 Ensures the Board has current and relevant financial information.

- 3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.
- 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.
 - 4.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
 - 4.3 Facilitates professional development and training sessions for staff.
 - 4.4 Ensures the coordination and integration of human resources within the Division.
 - 4.5 Ensures that each staff member and contractor is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
- 5. Policy/Administrative Procedures
 - 5.1 Provides leadership in 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 Engages in 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 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.
 - 6.4 Provides the information and counsel which the Board requires to perform its role.
 - 6.5 Keeps the Board informed on sensitive issues in a timely manner.
 - 6.6 Attends, and/or designates, administrative attendance at all committee meetings.
 - 6.7 Demonstrates respect, integrity and support, which is conveyed to the staff and community.
- 7. Strategic Planning and Reporting
 - 7.1 Leads a generative Strategic Planning engagement process.
 - 7.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans.
 - 7.3 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).
 - 7.4 Implements plans as approved.
 - 7.5 Reports regularly on results achieved.

7.6 Develops the Annual Education Results Report for Board approval.

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 Education Act and provincial legislation.

8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.

8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

9. Communications and Community Relations

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

9.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.

9.3 Maintains effective relationships within the system and the community served by the system.

9.4 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.

9.5 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

10. Leadership Practices

10.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent 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.

10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.

Legal Reference: Section 8, 11, 33, 35.1, 52, 53, 222, 223, 224 Education Act
Freedom of Information and Protection of Privacy Act

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