

### ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting 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 Welfare
  - 1.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
  - 1.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
  - 1.3 Ensures the facilities adequately 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 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
  - 2.3 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
  - 2.4 Implements education policies established by the Minister and the Board.
3. Fiscal Responsibility
  - 3.1 Ensures the fiscal management of the Division by the Associate Superintendent, Business and Finance 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.
  - 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
  - 3.3 Directs the development of and monitors the budget for the Division.<Insert Text>
4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
  - 4.2 Ensures the coordination and integration of human resources within the Division.
  - 4.3 Monitors and improves the performance of all staff.<Insert Text>
5. Policy/Administrative Procedures
- 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
  - 5.2 Implements Board policy with integrity.
  - 5.3 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.
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 in a timely manner.
7. Strategic Planning and Reporting
- 7.1 Ensures the strategic planning process is developed for:
    - 7.1.1 Three Year Education Plan;
    - 7.1.2 Division goals;
    - 7.1.3 Budget;
    - 7.1.4 Facilities plans;
    - 7.1.5 Technology plans; and
    - 7.1.6 Transportation plans.
  - 7.2 Implements plans as approved.
  - 7.3 Involves the Board appropriately.
  - 7.4 Reports regularly on results achieved.<Insert Text>
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.

8.3 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 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-based activities in order to enhance and support the Division's core purpose.

9.5 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.<Insert Text>

## 10. Leadership Practices

10.1 Practices leadership in a manner that is viewed positively in carrying out the directives of the Board and the Minister.

10.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.

10.3 Works collaboratively with the corporate Board, staff, students, parents, School Councils and community members in establishing a positive and innovative culture and sense of pride in the Division.

Legal Reference: Section 14, 45, 60, 61, 113, 114, 115 School Act  
Freedom of Information and Protection of Privacy Act