

ROLE AND DUTIES OF THE SUPERINTENDENT/CEO

The role of the Superintendent is that of Educational Leader and Chief Executive Officer of the division.

The Superintendent shall work under the authority of the school division Board of Trustees. The Superintendent's function shall be to assist the Board and the schools to develop and maintain an educational program that will meet the overall objectives of the division and the needs of the individual students insofar as the resources of the division will allow.

The Superintendent shall be responsible for the overall organization of the division including leadership, divisional culture, educational planning and development, staff selection, placement, performance, and for general supervision of the operation of the division. Other duties will also be performed as assigned.

As the leader of the senior administration team, the Superintendent shall work closely with the Assistant Superintendent and Secretary Treasurer. The Superintendent shall inform the board of the educational needs of the division and recommend policies or procedures that will assist in meeting these needs. The Superintendent will interpret and seek to implement the instructions and policies of the Board and requirements of the Department of Education and Training.

The duties of the Superintendent are controlled by the Board and the needs of the division.

Without in any way restricting the generality of the position, the powers and duties of the Superintendent shall include:

1. Leadership and Division Culture
 - a) Provide leadership in planning and developing an educational system that will meet the established goals of the division. Curricula content, vision, goals, school culture and climate, short and long term objectives should all be considered in this regard.
 - b) Maintain membership in appropriate professional associations and participate in the activities and work of such associations, so as to further personal professional development and thereby benefit the School Division.
 - c) Serve as spokesperson for the welfare of all students.
 - d) Model appropriate value systems, ethics and moral leadership to help each student grow as a caring, informed citizen.
 - e) Hold meetings with principals on a regular basis and with other employee groups, as conditions may warrant or demand.
2. Human Resources Management
 - a) Ensure staff evaluation and development process of all staff members.

Understanding the collective agreement, supervision models and procedures should all be considered in this regard.

- b) Act as the Board's agent in matters of staff discipline. (Policy G.H.C.)
- c) Provide direct supervision, direction and guidance to supervisors, coordinators, school administrators and staff.
- d) Employ, within the establishment and budgetary limits set by the board, necessary staff except senior officers and employees holding administrative or coordinator positions; or to accept resignations except for administrative or coordinator positions.
- e) Evaluate the work of Assistant Superintendent
- f) Recommend to the board any dismissal or any reduction in the employment time of personnel under his/her jurisdiction
- g) Suspend any pupil(s) subject to the restrictions made under the Public Schools Act or Departmental Regulations
- h) Together with the Secretary Treasurer participate in activities related to negotiation, interpretation and administration of contractual agreements, collective agreements, and policies governing conditions of employment for all employees.

3. Policy and Governance

- a) Develop procedures for working with a board of trustees that define mutual expectations, working relationships and strategies for formulating division policy.
- b) Keep the board informed as to the effectiveness of the present policies in relation to the educational goals of the division, and recommend the revision of old or formulation of new policy.
- c) Interpret Board policies and decisions to the staff of the school division and to members of the community and to assist in developing guidelines and procedures to ensure their implementation.
- d) Keep abreast of general developments in the field of education and bring to the attention of the board, assistant superintendent, secretary-treasurer, principals, and teachers.
- e) Assist the Secretary Treasurer and Chairman of the board to prepare detailed agendas for regular and special meetings of the board.
- f) Oversee an effective divisional workplace safety and health program

4. Organizational Management

- a) Assist the Secretary Treasurer in effectively managing divisional budget and planning of annual divisional budget.
- b) Report to the board on all aspects of the educational programs within the division, including teacher effectiveness, student progress, educational practices, programs, and forecasted future instructional needs.
- c) Establish procedures for regulating activities which includes delegating and empowering at the appropriate organizational levels.
- d) Attend board meetings except where his/her, salary and efficiency are under consideration or unless excused by the board.

5. Communication and Community Relations

- a) Maintain open channels of communication with the Board, Assistant Superintendent, Secretary Treasurer, division employees, parents and general public and to foster a sound program of public relations for the division.
- b) Apply communication skills to strengthen community support and align constituencies in support of division priorities
- c) Inform the board and staff of departmental regulations and recommend possible courses of action to comply with these regulations.
- d) Deal with complaints from staff or parents concerning educational matters and to convey these to the Board where appropriate.
- e) Foster school/home and school/community co-operation

6. Curriculum Planning and Development

- a) Support the Assistant Superintendent in the design of curriculum and a strategic plan that enhances teaching and learning in multiple contexts.
- b) Support the Assistant Superintendent in planning and future methods to anticipate occupational trends and their educational implications. New curriculum, in-service education, and staff development should all be considered in this regard.
- c) Ensure best practice for integrating curriculum which includes a focus on instructional strategies to maximize student outcomes.
- d) Spend time in schools, visiting classrooms, and maintaining communication with division employees.
- e) Work with the Senior Administration team to ensure proper use of computers and other learning and information.

- f) Together with the Assistant Superintendent be responsible for in-service education every three years by the Board of Trustees.

Evaluation

The Superintendent shall be evaluated annually. The purpose of the evaluation process is to promote professional growth, effectiveness and accountability. The Superintendent's evaluation should be based on the job description or another process agreed to by both the Board and Superintendent. The Superintendent shall receive a written evaluation as outlined in contract.

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