

## Board Policy 12

### Role of the Superintendent

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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.

#### 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 that learning environments contribute to the development of skills and habits necessary for life-long learning and citizenship.
- 1.3 Recognizes and respects the emotional/psychological, intellectual, social, spiritual, and physical dimensions of students.
- 1.4 Ensures that learning environments contribute to the development of employability skills and habits necessary for success as contributing members of society.
- 1.5 Ensures the welfare of students while participating in school programs or while being transported on transportation provided by the Division.
- 1.6 Ensures the facilities adequately accommodate Division students.
- 1.7 Acts as, or designates, the attendance officer for the Division.
- 1.8 Aligns Division resources and builds organizational capacity to support First Nations, Metis, and Inuit students.



## 2. Educational Leadership

- 2.1 Provides leadership in all matters relating to education in the Division.
- 2.2 Ensures all students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 2.3 Provides leadership in implementing education policies established by the Minister and the Board.
- 2.4 Provides for the professional development of staff and administrators required to support programs and services.
- 2.5 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.

## 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 legislation.
- 3.2 Ensures the fiscal responsibility of Division operations, including adherence to generally accepted accounting procedures.
- 3.3 Ensures financial expenditures reflect the educational priorities in the Education Plan.
- 3.4 Directs the preparation and the presentation of the budget.
- 3.5 Ensures the Board has relevant financial information.
- 3.6 Ensures sufficient and appropriate insurance coverage.

## 4. Human Resources Management

- 4.1 Manages all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.

- 4.2 Provides leadership in the supervision, evaluation, and growth of all principals, administrators, teachers, and Division staff.
  - 4.3 Establishes organizational roles for staff and arranges the employment of staff necessary to conduct the affairs of the Division.
  - 4.4 Provides a caring, respectful, and safe working environment that respects diversity and fosters a sense of belonging.
5. Policy/Administrative Procedures
- 5.1 Provides guidance and support in the planning, development, implementation, and evaluation of Board policies.
  - 5.2 Develops, maintains, and communicates administrative procedures that are consistent with Board and provincial policies, regulations, and procedures.
  - 5.3 Informs the Board of revisions to the Administrative Procedures Manual.
6. Superintendent/Board Relations
- 6.1 Establishes and maintains positive, professional working relations with the Board.
  - 6.2 Supports the Board's role and responsibilities as defined in Board policy.
  - 6.3 Demonstrates respect for the Board to the staff and community.
  - 6.4 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.
  - 6.5 Provides information and counsel which the Board requires to perform its role.
  - 6.6 Keeps the Chair informed of highly sensitive issues.
  - 6.7 Keeps the Board informed of Division matters in a timely and appropriate manner.



7. System Planning

- 7.1 Assists the Board in determining strategic goals which address the present and future needs of the Division.
- 7.2 Leads the implementation of a plan to achieve the Board's strategic goals.

8. Organizational Management

- 8.1 Demonstrates effective organization and crisis management 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 other provincial legislation.

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open and positive external and internal communications are developed and maintained.
- 9.2 Develops positive and effective relations with educational partners including neighboring divisions and other community organizations and groups.
- 9.3 Develops and maintains effective relations with provincial and regional government departments and agencies.
- 9.4 Participates actively and recognizes staff involvement in the community to enhance and support the Division's mission.
- 9.5 Ensures parents and students have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 9.6 Builds and sustains relationships with First Nations, Metis and Inuit parents, Elders, local leaders, and community members and facilitates opportunities for reconciliation within the school community.
- 9.7 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.



10. Leadership Practices

- 10.1 Practices trustworthy, honest, and respectful leadership in a 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.

References: Education Act, Sections 8, 9, 52, 222, 223, 224  
Freedom of Information and Protection of Privacy Act