

## ROLE OF THE SUPERINTENDENT

### Background

The Superintendent is the Chief Executive Officer of the Board of Trustees 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.

### Guidelines

#### 1. Educational leadership

- 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 Education Minister.
- 1.3. Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, lifelong learning and citizenship.
- 1.4. Provides leadership in fostering conditions that promote the improvement of educational opportunities for all students.

#### 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 the pursuit of 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 while participating in school programs or while utilizing transportation provided by the Division.
- 2.4. 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 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 co-ordination and integration of human resources within the Division.
- 4.5. Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

#### **5. Policies and 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 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, or arranges for a designate to be in attendance, 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 that the Board requires to perform its role.
- 6.5. Keeps the Board informed on sensitive issues in a timely manner.
- 6.6. Attends, 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, assurance and reporting**

- 7.1. Leads the generative strategic-planning process, including the development of the *Four-Year Education Plan*, Division goals, budget, facilities, technology and transportation plans—and implements plans as approved.
- 7.2. Provides assurance through appropriate engagement of stakeholders.
- 7.3. Involves the Board appropriately, including but not limited to Board approval of process and timelines, opportunity for Board establishment of strategic priorities and key results early in the process, and final Board approval.
- 7.4. Implements Board approved plans.
- 7.5. Reports regularly on results achieved.
- 7.6. Develops the *Annual Education Results Report* for Board approval.

- 7.7. Implements the requirements of the *Occupational Health and Safety Act*, including required staff professional development.
- 7.8. Ensures the facilities adequately accommodate the Division students.

**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 Education Minister with respect to matters identified in, and required by, the *Education Act* and provincial legislation.

**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 or guardians 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 Act*.
- 9.5. Keeps the Board informed through the provision of appropriate accountability reports.

**10. Leadership practices**

- 10.1. Practices 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.
- 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.

**References**

Sections 8, 11, 33, 35.1, 51, 52, 60, 222, 223, 224 *Education Act*  
*Superintendent Leadership Quality Standard*

Last reviewed:	Last updated:
Sept. 17, 2015	Sept. 17, 2015
March 23, 2016	April 21, 2016
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