

ROLE OF THE SUPERINTENDENT

PREAMBLE

The Board of Education believes that to promote an effective relationship with the Superintendent, clarity of expectation of the role is required. Through the Delegation of Authority and Role of the Superintendent Policy, the Board establishes key relationships and expectations. The District's Foundation Statements shall guide the relationship and decision making processes between the Board and the Superintendent.

POLICY

THE BOARD RECOGNIZES THE NEED FOR ITS CHIEF EXECUTIVE OFFICER TO HAVE LEADERSHIP AND OVERSIGHT RESPONSIBILITY FOR THE MANAGEMENT OF THE SCHOOL DISTRICT. THEREFORE, THE BOARD DELEGATES TO THE SUPERINTENDENT RESPONSIBILITY FOR OVERALL ADMINISTRATION OF THE DISTRICT. THE SUPERINTENDENT IS RESPONSIBLE FOR SUPPORTING THE BOARD'S GOVERNANCE MANDATE AND ENSURING THAT THERE IS SOUND MANAGEMENT OF THE DISTRICT'S CONDUCT, AND OPERATIONS. THE SUPERINTENDENT'S DUTIES INCLUDE PROVIDING LEADERSHIP IN ADMINISTRATION AND INSTRUCTIONAL PROGRAMS, AND FOR ENSURING COMPLIANCE WITH LEGISLATIVE REQUIREMENTS AND STATUTES. ALL BOARD AUTHORITY DELEGATED TO THE STAFF OF THE DISTRICT IS DELEGATED THROUGH THE SUPERINTENDENT.

RESPONSIBILITIES

1. Student Welfare

The Superintendent shall:

- a. establish a safe, caring, inclusive, and orderly learning environment that supports the well-being of all students;
- b. support and promote instructional strategies, assessment, and resources that reflect sensitivity to the diversity of individuals and their learning needs and incorporate themes of inclusion, respect, and acceptance;
- c. take action to support the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation authorized by the School District; and,
- d. take all action in support of facilities that adequately and safely accommodate District students.

2. Leadership

The Superintendent Shall:

- a. provide leadership in all matters relating to education and the operation of the District;
- b. provide curriculum design, delivery, and integration in alignment with the learning outcomes of the Ministry of Education and Child Care, such that students are supported in meeting those learning outcomes;
- c. implement policies and directions established by the Ministry of Education and Child Care and make the Board aware of pertinent legislative changes;
- d. implement the Board's Strategic Plan and report annually on results achieved;
- e. engage in professional development activities to enhance the quality, efficacy, and relevance of current educational practice;
- f. promote awareness of current research and best practices in support of curriculum and instruction; and,
- g. identify and provide strategic direction in anticipation of future opportunities, issues, and challenges.

3. Fiscal Responsibility

The Superintendent shall:

- a. take action such that the fiscal management by the Secretary-Treasurer is in accordance with statutory requirements and with the terms or conditions of any funding received by the Board;
- b. take action such that the District operates in a fiscally and ethically responsible manner, including adherence to generally accepted accounting principles;
- c. take action such that financial resources are expended in accordance with the annual budget approved by the Board, except in the event of an emergency;
- d. provide the Board with recommended annual operating and capital budgets along with quarterly revenue and expenditure statements;
- e. take action such that procurement procedures follow public sector standards, and that they consider factors including cost, local businesses and vendors, competitive and fair prices, as well as quality processes; and,
- f. ensure that insurance coverage is in place to adequately protect assets, indemnify liabilities, and consider risk management issues.

4. Human Resource Management

The Superintendent shall:

- a. have 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;
- b. promote at all times a high standard of collaborative professional leadership, effective and respectful relationships, and a spirit of educational innovation and advancement throughout the District;
- c. ensure a performance management system is in place for the evaluation and improvement of all staff;

- d. support diversity and contribute to the removal of barriers that limit opportunities for marginalized individuals and communities; and,
- e. take action to support a culturally safe space for all staff and potential recruits.

5. Policy and Administrative Procedures

The Superintendent shall:

- a. provide leadership and assistance in the planning, development, implementation, and evaluation of Board policies;
- b. inform the Board of any changes to administrative procedures and seek feedback on those changes; and,
- c. as appropriate, involve partner groups and Host Nations in the development and review of administrative procedures.

6. Superintendent and Board Relations

The Superintendent shall:

- a. establish and maintain a positive and impartial professional working relationship with the Board;
- b. respect and honour the Board's rights, roles and responsibilities, and facilitate the implementation of that role as defined in Board policy;
- c. keep the Board informed and updated through appropriate reports and updates on governance implications related to relevant developments within the District; and,
- d. consult with the Board to develop and implement the Trustee orientation program at the beginning of each new Board term.

7. Planning and Reporting

The Superintendent shall:

- a. lead the District Performance Planning and Strategic Planning processes and implement the plan as approved;
- b. involve the Board appropriately including: Board approval of the process and timelines; Board identification of priorities; provision for the Board's input early in the process; and final Board approval of the District's Strategic Plan;
- c. report regularly on results achieved; and,
- d. keep the Board and the community informed through a variety of media including the presentation of a Superintendent's Report at regular Board meetings.

8. Organizational Management

The Superintendent shall:

- a. demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial, and Board mandates and timelines;
- b. report to the Minister of Education and Child Care with respect to matters identified in and required by the *School Act*; and,
- c. define processes for gathering, analyzing, and using data for decision making.

9. Communications and Community Relations

The Superintendent shall:

- a. take appropriate actions to provide open, transparent, positive internal and external communications, and act in concert with the Board Chair as a key spokesperson;
- b. develop and maintain positive and effective relations with provincial and regional government departments and agencies, including those representing Host Nations;
- c. respond in an ethical and skilled way in all communications; and,
- d. demonstrate a commitment to consensus building, collaboration, and positive conflict resolution.

10. Leadership Practices

The Superintendent shall:

- a. practice positive leadership and develop effective teamwork with those whom the Superintendent works most directly in carrying out the directives of the Board and the Minister; and,
- b. model a high standard of values, ethics, and moral leadership.

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Date Adopted: 2024-09
Date(s) Revised: