

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, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct and operation of the Division. The Superintendent directs school operations towards the achievement of the educational goals established by the Board and the direction provided by the Inspiring Hearts and Minds vision. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific Areas of Responsibility

1. Educational Leadership

The Superintendent shall:

- a. provide leadership in all matters relating to education in the Division.
- b. ensure students in the Division have the opportunity to meet the standards of education set by the Minister and the Board.
- c. implement education policies established by the Minister and the Board.
- d. engage in collaborative leadership based on current research.
- e. align Division resources and build organizational capacity to support First Nations, Metis and Inuit student achievement.

2. Fiscal Responsibility

The Superintendent shall:

- a. ensure 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 applicable Act or regulation.
- b. ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- c. direct the preparation and presentation of the budget.
- d. ensure the Board has current and relevant financial information.

3. Personnel Management

The Superintendent shall:

- a. have overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board delegation, policy, legislation or collective agreements.
- b. monitor the performance of all staff and ensure appropriate evaluation processes are in place.
- c. support and engage in building the capacity of all staff.

- d. ensure that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

4. Policy

The Superintendent shall:

- a. provide leadership in the planning, development, implementation and evaluation of Board policies.
- b. develop and keep current Administrative Procedures that are consistent with Board policy and provincial regulations, policies and procedures.
- c. advise the Board of substantive changes to Administrative Procedures

5. Superintendent / Board Relations

The Superintendent shall:

- a. establish and maintain positive professional working relations with the Board.
- b. respect and honor the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
- c. provide the information the Board requires to perform its role, including regular accountability reporting.
- d. support the Board in their generative governance approach.
- e. keep the Board informed on sensitive issues, in a timely manner.
- f. provide respectful dissent when guiding and supporting the Board in its work.

6. Four-Year Educational Planning

The mission and vision of the Division will be presented through the lens of the Inspiring Hearts and Minds document to provide direction for the Four-Year Education Plan

The Superintendent shall:

- a. lead the Four-Year Educational Planning process including the development of Division goals, budget, facilities and transportation plans and implement plans as approved.
- b. involve the Board appropriately (Board approval of process and timelines, opportunity for Board input early in the process, final Board approval).
- c. report regularly on results achieved.
- d. develop the Annual Education Results Report for Board approval.

7. Organizational Management

The Superintendent shall:

- a. demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- b. report to the Minister with respect to matters identified in and required by the Education Act.

- c. build an organizational structure and develop practices to support a Learning Organization approach.

8. Communications and Community Relations

The Superintendent shall:

- a. take appropriate actions to ensure transparent, positive external and internal communications are developed and maintained.
- b. in consultation with the Board Chair, serve as a spokesperson for the Division with the media and public, in order to keep the Division's messages consistent and accurate
- c. participate actively in community affairs in order to enhance and support the educational vision of Inspiring Hearts and Minds.
- d. use a generative approach with partners in education.
- e. facilitate collaboration with First Nations, Métis and Inuit leaders, organizations and communities.

9. Leadership Practices

The Superintendent shall:

- a. practice collaborative leadership that supports the Board's policies and the Inspiring Hearts and Minds vision.
- b. develop and maintain positive and effective relations with provincial and regional government departments and agencies.
- c. understand historical, social, economic and political implications of:
 - Treaties and Agreements with First Nations
 - Residential Schools and their legacy.

Additional Responsibilities

1. The Superintendent or designate is assigned the duties as attendance officer for the Division in accordance with section 8 of the Education Act.
2. The Superintendent will act as the "designated head" for all Freedom of Information and Protection of Privacy Act situations.
3. The Superintendent will continually explore extraordinary and alternative funding sources, including possible revenue-generating initiatives.
4. The Superintendent will facilitate and encourage effective joint use of Division resources.

Legal Reference:

Section 8,33,35.1,51,52,222 Education Act
Freedom of Information and Protection of Privacy Act
Truth and Reconciliation Commission Calls to Action
Superintendent Leadership Quality Standard

History:

Prepared: September 2003
Amended: February 2014
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