
BACKGROUND

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 Learning

- 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 Minister.
- 1.3 Aligns Division resources and builds organizational capacity to support First Nations, Métis and Inuit student achievement.
- 1.4 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.
- 1.5 Provides leadership in fostering conditions, which promote the improvement of educational opportunities for all students.
- 1.6 Provides leadership in implementing education policies established by the Minister and the Board.

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 that 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 being transported on transportation provided by the Division.
- 2.4 Ensures the facilities adequately accommodate Division students.
- 2.5 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.

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- 3.3 Directs the preparation and the 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 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of all students.
 - 4.4 Ensures the coordination 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. Policy/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 policy 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 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, and/or designates, administrative attendance at all committee meetings.
 - 6.7 Demonstrates respect, integrity and support, which are conveyed to the staff and community.

7. Strategic Planning and Reporting

- 7.1 Collaborates with the Board Planning Committee to establish the process for developing the strategic plan, and the annual review of the strategic plan.
- 7.2 Assists the Board with stakeholder engagement as defined in Policy 9, Strategic Plan.
- 7.3 Implements the strategic plan through integration of various operational plans and initiatives across the Division. Operational plans, including the Four-Year Educational Plan and the annual budget, will reflect alignment with the Division's strategic priorities and operational needs.
- 7.4 Reports regularly on results achieved, including the Annual Education Results Report. Division-level accountability reports will draw connections to the Division's strategic plan.
- 7.5 The Superintendent will provide an accountability report to the Board on the strategic plan annually and note areas of success, opportunity and continuous improvement.

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 Minister with respect to matters identified in and required by the Education Act and provincial legislation.
- 8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

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 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 (FOIP) Act.
- 9.5 Participates actively in the community in order to enhance and support the Division's mission.
- 9.6 In consultation with the Board Chair, serves as spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.
- 9.7 Keeps the Board informed through the provision of appropriate accountability reports.



POLICY 12 ROLE OF THE SUPERINTENDENT

Approved: 2021 06 17

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.

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



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POLICY 12 – APPENDIX A – SUPERINTENDENT EVALUATION

1. As the sole direct employee of the Board of Trustees, regular evaluation of the Superintendent/ CEO is an essential Board responsibility.
2. The Board Planning Committee will decide the format and procedure for the annual evaluation.
3. An annual written evaluation of the Superintendent's performance provides for both accountability and growth, and the strengthening of the relationship between the Board and the Superintendent.
4. This evaluation report ensures feedback to the Board is provided regularly. Such feedback will be timely, provided annually, be supported by specific examples and will focus on areas over which the Superintendent has authority.
5. The following characteristics and guidelines will be considered in the formation of the typical annual evaluation. The annual evaluation:
 - 5.1. will typically take place in June of each year;
 - 5.2. highlights the key role of the Superintendent as the Chief Executive Officer for the Division to enhance student achievement and success for all students;
 - 5.3. recognizes that the Superintendent is held accountable for work performed primarily by other senior administrators, e.g. fiscal management;
 - 5.4. emphasizes the need for and requires the use of evidence for evaluation purposes;
 - 5.5. will affirm specific accomplishments and will identify growth areas that may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment; and
 - 5.6. is aligned with and based upon the Superintendent's roles and responsibilities as outlined in the above policy.
6. It is expected that the Superintendent is involved in the evaluation process with opportunities to ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood.
7. This report will be reviewed by the Board in an in-camera meeting and approved by Board motion in a public meeting. A signed copy will be provided to the Superintendent and a second signed copy will be placed in their personnel file held by the Division.