

ROLE OF THE SUPERINTENDENT

In accordance with the School Act, the Superintendent, under the general direction of the Board has general supervision and direction over the educational staff of the District and is responsible to the Board for the improvement of student achievement. Further the Superintendent is responsible for the general organization, administration, supervision and evaluation of all educational programs provided by the Board. The Superintendent shall perform the duties articulated in legislation and in Board policy as amended from time to time.

Specific Areas of Responsibility

1. Student Learning

- 1.1 Provides leadership in all matters relating to education in the District.
- 1.2 Implements directions established by the Minister.
- 1.3 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 positive citizenship.
- 1.4 Reports annually on student results achieved.

2. Student Well-Being

- 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 2.3 Ensures the facilities safely accommodate District students.

3. Fiscal Responsibility

- 3.1 Ensures fiscally responsible management of budgets allocated to areas of assigned responsibility.
- 3.2 Works in a complementary and cooperative manner to facilitate the Secretary Treasurer financial management role.

4. Personnel Management

- 4.1 Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.

4.2 Utilize education staff to maximum advantage of students.

5. Policy/Administrative Procedures

5.1 Provide guidance, recommendations and support to the Board in their planning, development, implementation, evaluation and revision of policies.

6. Superintendent/Board Relations

6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

6.2 Provides the information and counsel which the Board requires to perform its role.

6.3 Attends all Board meetings and makes recommendations on educational matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

7. Strategic Planning and Reporting

7.1 Leads in collaboration with the Secretary Treasurer the development and implementation of the strategic planning process.

7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

7.3 Reports at least annually on results achieved.

8. Leadership Practices

8.1 Practices leadership in 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.

Legal Reference: Section 22, 85 School Act