

## 216 – Role and Responsibility of the Superintendent

The Superintendent makes reports which focus on governance implications and is accountable to the corporate Board for carrying out its objectives and policies for the conduct and operation of the District, and for ensuring compliance with legislative requirements. The Superintendent is also responsible for providing leadership and coordination for the development of educational, administrative, instructional and support services. The Superintendent shall endeavor at all times to improve the standard of instruction throughout the schools of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

In respect to specific areas of responsibility, the Superintendent shall:

1. Educational Leadership
  - 1.1 Provide leadership in all matters relating to education in the District.
  - 1.2 Implement directions established by the Ministry and make the Board aware of any instances where this direction is not consistent with Board direction.
  - 1.3 Engage in professional development activities to ensure currency in education practice.
2. Student Welfare
  - 2.1 Provide a safe and caring environment that fosters and maintains respectful and responsible behaviors for all students.
  - 2.2 Provide for the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the District.
  - 2.3 Provide for facilities that adequately accommodate District students.
3. Fiscal Responsibility
  - 3.1 Provide the Board with a recommended annual operating budget, such capital expenditures as may be required, and periodic statements of revenue and expenditures.
  - 3.2 Ensures that the District operates in a fiscally responsible manner.

### 4. Personnel Management

- 4.1 Have overall authority and responsibility for all personnel-related issues, except the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 4.2 Promote at all times a high standard of professional leadership, effective human relationships, and a spirit of educational advancement throughout the District.
- 4.3 Monitor and improve the quality of instruction and the performance of all staff.
- 4.4 Select, transfer and assign District and school administrators.
- 4.5 Provide for the supervision and evaluation of all members of the senior staff reporting directly to the Superintendent.
- 4.6 Acts as chairperson of the Administrative Council Executive and facilitates the effectiveness of the group in providing leadership and making decisions.

### 5. Policy/Operational Procedures

- 5.1 Perform those duties as set out in the School Act and its Regulations.
- 5.2 Proactively facilitate the planning, development, implementation and evaluation of Board policies.
- 5.3 Develop, implement, evaluate and approve Operational Procedures.

### 6. Superintendent/Board Relations

- 6.1 Establish and maintain positive professional working relations with the Board.
- 6.2 Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
- 6.3 Keep the Board informed through appropriate monitoring reports which focus on governance implications of developments within the District.

### 7. Planning, Monitoring and Reporting

- 7.1 Lead the District Strategic Planning process and implement the plan as approved and involve the Board appropriately in this process (Board approval of process and timelines, Board identification of priorities, provision for Board input early in the process, and final Board approval).
- 7.2 Lead the education goal development process culminating in Board approval of the District Goals and key results.
- 7.3 Make Monitoring Reports in compliance with the Board's Self, District and Superintendent performance monitoring policies, schedule and methods.
- 7.4 Keep the Board informed of the governance impacts of District developments and initiatives.

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### 8. Organizational Management

- 8.1 Ensure District compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2 Report to the Minister with respect to matters identified in and required by the *School Act*.
- 8.3 Appoint a member of senior staff as Acting Superintendent for occasions when the Superintendent is unavailable or absent from duty.

### 9. Communications and Community Relations

- 9.1 Operate with a communication plan.
- 9.2 Take appropriate actions to ensure positive external and internal communications are developed and maintained.
- 9.3 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.
- 9.4 Give continuing and regular attention to the promotion of good relations with staff and public, and act as one of the Board's spokespersons as required on District matters in concert with the Chair.

### 10. Leadership Practices

- 10.1 Practice leadership in a manner that is viewed ethically and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Minister.

**Legal References:****Monitoring Method:**

*Internal Reports, External Reports and Direct  
Observation/Superintendent and Board*

**Monitoring Frequency:**

*Annual*

**Adopted:**

*2012.12.10*

**Formerly Policy #:**

*3.7*