

SUPERINTENDENT/CEO

CORE RESPONSIBILITIES

The Superintendent of Schools/CEO is the Lead Educator in the District. The Superintendent/CEO is accountable to the Board of Education for the general management of the affairs of the district, for providing educational leadership and for implementing approved policies and programs to ensure the attainment of the objectives established by the Ministry of Education and the Board. In addition, the Superintendent/CEO plays a key role in advising the Board and recommending actions to address current and emerging issues.

The Superintendent/CEO advances the District's ability to find innovative and collaborative ways to improve and enhance the programs and initiatives of the District, while staying focused on a cohesive vision as articulated by the learning community. The Superintendent/CEO promotes the School District to the broader community and works collaboratively to engage all stakeholders.

SPECIFIC RESPONSIBILITIES

District Vision and Planning

- Recommends to the Board of Education revisions and refinements to the District's Vision and Mission to ensure they continue to address the educational and administrative objectives of the District.
- Ensures the strategies identified in the District Vision are addressed in a timely and effective manner and is accountable to the Board for meeting the strategic and operating objectives established for the District.
- On an annual basis submits to the Board of Education an analysis of progress in achieving objectives, sets out rationale for variances and recommends modifications to the District Vision for the remainder of the year.

District Policies and Programs

- Ensures that the quality of programs, support services, education and research meets the standards established by the Board and the Ministry of Education and that all programs operate within approved financial limits.
- Recommends new and revised policies and programs to the Board of Education in order to meet the changing education needs of the District and to recognize new developments in the education field.

- Ensures the Board is kept current on all activities of the District by preparing reports on operations, including financial, educational policy and personnel issues, as well as other important issues facing the District. Develops and presents recommended courses of action and alternatives to the Board for its consideration.

Board of Trustees

- Ensures each member of the Board of Education has all the information necessary to properly exercise his/her responsibilities. Upon the election of each new Board member, the Superintendent/CEO will coordinate a program to provide new members with background information on the District, the role of Board members and the general issues facing the District at that time.

Developments in Education

- Keeps up-to-date on developments in the field of education in order to ensure the Board has the best possible information to address and consider emerging Issues.

Financial and Administrative Management

- Oversees the development and implementation of effective financial and administrative systems and ensures that the financial resources of the District are maximized and within the objectives, policies, plans and budgets established by the Board of Education.

Leadership Role

- Provides leadership in support of members of the Board of Education in identifying and addressing issues of concern in education and in building understanding and developing consensus around positions and actions to be taken by the District.
- Provides leadership to the employees of the District in order to capitalize on their full potential. In doing so, will stimulate, motivate, guide and direct all those on the District staff to contribute their maximum to the realization of the District's goals and objectives.

Organization and Management of Staff

- Develops and maintains an organization structure for the staff of the District that ensures these resources are directed towards accomplishing the objectives laid out in the District Vision.
- Ensures an effective recruitment and selection program is in place to continue to attract high caliber staff.
- Ensures the establishment of a clear definition of the responsibility of each employee; the ongoing management, direction and motivation of the staff; and a system of

measurement of employee performance to ensure accomplishment of the objectives of the District Vision.

- Recommends to the Board suggestions on the selection, promotion and termination of immediate subordinates and reports on the utilization of staff.

Relationships with Key Stakeholders

- Develops effective relationships with all agencies, organization and institutions with common interests with the District, including:
 - **Government of British Columbia**
 - Supports the Board in maintaining effective relationships at the political level and ensures the District, through the Superintendent/CEO, has a strong and effective working relationship with senior officials in the Ministry of Education.
 - **Education-Related Organizations**
 - Works in a cooperative manner with other organizations committed to ensuring the public education system is responsive to the needs of the people of the Kootenay Lake School District, including:
 - Kootenay Lake Principals' and Vice Principals' Association (KLPVPA)
 - Kootenay Lake Teachers' Federation (KLTF)
 - CUPE Local 748
 - DPAC
 - BCPSEA; BCSTA; BCPVPA; BCSSA; BCTF, CUPE National
 - **Affiliated Provincial, National and International Organizations**
 - Maintains an active involvement in appropriate regional, national and international bodies related to education.

Media and Community Relations

- Maintains and enhances the District's public image by supporting the Board of Education in developing strategies and approaches for dealing with the media and the community at large, ensuring that the District has a clear and positive profile.

Performs other duties as assigned, from time to time, by the Board of Education.