

POLICY 115: Superintendent of Schools/CEO Roles and Responsibilities

The Board recognizes the need for one person to have overall responsibility for the management of the school district in order to provide leadership and oversight.

Therefore, the Board designates the Superintendent of Schools as the Chief Executive Officer and delegates to the Superintendent of Schools/CEO responsibility for overall administration of the district.

The Superintendent of Schools/CEO is responsible for providing reports which focus on governance implications and is accountable to the corporate Board for the conduct, management and operation of the district, for providing leadership in administration and instructional programs and for ensuring compliance with legislative requirements and statutes.

All Board authority delegated to the staff of the district is delegated through the Superintendent of Schools/CEO, except for matters that are delegated to the Secretary-Treasurer through legislation or the decisions of the Board.

Specific areas of the Superintendent of Schools'/CEO's responsibility are:

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 Child Care and the Board, including supporting child care provision. 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 partners.

Specific areas of Superintendent's responsibility are:

1. Student Welfare

- 1.1 Establish a safe caring and orderly learning environment that supports the general well-being of all students.

1.2 Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation authorized by the School District.

1.3 Ensure facilities adequately accommodate students.

2. Student Learning

2.1 Provide leadership in all matters relating to the operation of the district.

2.2 Ensure students have the opportunity to meet the standards of education as set out by the Ministry of Education and Child Care.

2.3 Implement policies/directions established by the Ministry of Education and Child Care and make the Board aware of pertinent legislative changes.

2.4 Engage in professional development activities to ensure the excellence, efficacy, and relevance of current educational practice.

3. Fiscal Responsibility

3.1 Ensure that the fiscal management by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board.

3.2 Ensure the district operates in a fiscally and ethically responsible manner, including adherence to generally accepted accounting principles.

3.3 Ensure financial resources are expended in accordance with the annual budget approved by the Board, except in the event of an emergency.

3.4 Provide the Board with a recommended annual operating and capital budget along with periodic statements of revenue and expenditure.

3.5 Ensure that the procurement procedures in place are in compliance with public sector standards, and that they will minimize cost, consider local businesses and vendors and obtain competitive and fair prices and quality.

3.6 Ensure that insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

3.7 Ensure budget consultations adequately engage the community, Indigenous communities, and stakeholders.

4. Human Resource Management

4.1 Have overall authority and responsibility for all personnel-related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

4.2 Promote a high standard of collaborative professional leadership, effective and respectful human relationships, in an environment of respect, opportunity and innovation throughout the district.

4.3 Ensure a performance management system for the evaluation and improvement of all staff is in place.

5. Policy/Administrative Procedures

5.1 Provide leadership and assistance in the planning, development, implementation and evaluation of Board policies and administrative procedures.

5.2 Inform the Board of Education of new or significantly revised administrative procedures as per Board Policy 160 - Policy Development.

6. Superintendent/Board Relations

6.1 Establish and maintain a positive and impartial, professional working relationship with the Board.

6.2 Respect and honour the Board's rights, roles and responsibilities, and facilitate the implementation of that role as defined in Board policy.

6.3 Keep the Board informed and updated through educational and financial information reports, meetings and other forms of communication.

6.4 Consult with the Board to develop and implement the district's orientation program for newly elected trustees.

7. Strategic Planning and Reporting

7.1 Lead the District's Strategic Planning process and implement the plan as approved.

7.2 Involve the Board appropriately in this process, including determining the process and timelines, Board identification of priorities, provision for Board input early in the process and final Board approval.

7.3 Report regularly on results achieved.

8. Organizational Management

8.1 Demonstrate effective organizational skills resulting in district compliance with all legal, Ministerial and Board mandates and timelines.

8.2 Report to the Minister of Education and Child Care with respect to matters identified in and required by the School Act.

8.3 Define processes for gathering, analyzing and using data for decision making.

9. Communications and Community Relations

9.1 Ensure open, transparent, positive external and internal communications are developed and maintained.

9.2 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.

9.3 Support the Board with appropriate communications.

10. Leadership Practices

10.1 Practice 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 Model appropriate values, ethics and moral leadership.