

POLICY 141 ROLE OF THE SUPERINTENDENT

The Board of Education recognizes the need for one person to have the overall responsibility for the management of the School District to provide leadership and oversight. Therefore, the Board delegates responsibility for overall administration of the district. The Superintendent 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.

Specific areas of Responsibility

1. Student Welfare
 - 1.1. Establishes a safe caring and orderly learning environment that supports the general well-being of all students.
 - 1.2. Ensures the safety and welfare of students while participating in school programs and activities or while being transported to or from school programs on transportation authorized by the School District.
 - 1.3. Ensures facilities adequately accommodate students.
2. Student Learning
 - 2.1. Ensures students have the opportunity to meet the standards of education as set out by the Ministry of Education and Child Care.
 - 2.2. Implements policies/directives established by the Ministry of Education and Child Care and make the Board aware of pertinent legislative changes.
 - 2.3. Engage in professional development activities to ensure the excellence, efficacy, and relevance of current educational practice.
 - 2.4. Ensures priority learners have access to the necessary supports required for success.
3. Fiscal Responsibility
 - 3.1. Ensures the fiscal management by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board.
 - 3.2. Ensures the district operates in a fiscally and ethically responsible manner, including adherence to generally accepted accounting principles.
 - 3.3. Ensures financial resources are expended in accordance with the annual budget approved by the Board.
 - 3.4. Provides the Board with a recommended annual operating and capital budget along with periodic statements of revenue and expenditure.

- 3.5. Ensures that insurance coverage is in place to adequately protect assets, indemnify liabilities, and provide reasonable risk management.
 - 3.6. Ensures that the terms of Local Education Agreements are in place and honoured with local First Nations.
4. Human Resource Management
 - 4.1. Provides 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. Promotes a high standard of collective professional leadership, effective and respectful human relationships, in an environment of respect and collaboration.
 - 4.3. Ensures the district attracts, retains, and develops a highly qualified workforce to ensure student learning and well-being.
 - 4.4. Ensures the effective evaluation and supervisory processes are developed and implemented for growth and accountability.
 - 4.5. Ensures that diversity and equity policies and practices are in place which respects all employees.
5. Policy/Administrative Procedures
 - 5.1. Provides leadership and assistance in the planning, development, implementation, and evaluation of Board policies and administrative procedures.
 - 5.2. Ensures administrative procedures are in alignment with Board policies.
6. Strategic Planning and Reporting
 - 6.1. Leads the district strategic planning process and implements the plan as approved.
 - 6.2. Involves the Board of Education appropriately in the process allowing for Board oversight.
 - 6.3. Reports regularly on results achieved.
7. Superintendent/Board Relations
 - 7.1. Establishes and maintains a positive and impartial, professional working relationship with the Board.
 - 7.2. Respects and honours the implementation of the Board's rights, roles, and responsibilities.
 - 7.3. Keeps the Board informed and updated through educational and financial reports, meetings, and other forms of communication.
 - 7.4. Consults with the Board to develop and implement an orientation program for newly elected trustees.

8. Organizational Management

- 8.1. Demonstrates compliance with all legislative, legal, Ministerial, and Board mandates and timelines.
- 8.2. Reports to the Minister of Education and Child Care with respect to matters identified in and required by the *School Act*.
- 8.3. Ensures that risks are identified, assessed, analyzed, addressed, reported, and monitored.

9. Communications and Community Relations

- 9.1. Ensures open, transparent, positive external and internal communications are developed and maintained.
- 9.2. Develops and nurtures positive relationships with Indigenous Rightsholders and members of the Quelmúcw Education Council.
- 9.3. Develops and maintains positive and effective relations with provincial and regional departments and agencies.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work with most directly in carrying out the directives of the Board and the Minister of Education and Child Care.
- 10.2 Models appropriate values, ethics, and moral leadership.

References:

Date Adopted: February 2024

Date Amended: