

### ROLE OF THE SUPERINTENDENT

The Board recognizes the need for one person to be in charge of the management of the District in order to provide coordinated leadership. Therefore, the Board designates the Superintendent as the Chief Executive Officer of the Board and the Chief Education Officer of the District and delegates to the Superintendent responsibility for overall administration of the District. The Superintendent makes reports which focus on governance implications and is accountable to the corporate Board for the conduct and operation of the District, for providing leadership in administration and instructional programs for students, and for ensuring compliance with legislative requirements. All Board authority delegated to the staff of the District is delegated through the Superintendent.

#### Specific Areas of Responsibility

##### 1. Leadership and District Culture

The Superintendent shall:

- 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 pertinent legislative changes.
- 1.3 Establish a learning environment that supports the general well-being of students.
- 1.4 Implement the Strategic Plan and report annually on results achieved.
- 1.5 Identify future issues and challenges.

##### 2. Policy and Governance

The Superintendent shall:

- 2.1 Proactively facilitate the planning, development, implementation and review of Board policies.
- 2.2 Inform the Board of any changes made to administrative procedures.
- 2.3 As appropriate, involve stakeholders in the development and review of administrative procedures.
- 2.4 Establish and maintain positive professional working relations with the Board.
- 2.5 Respect and honor the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
- 2.6 Keep the Board informed through appropriate monitoring reports which focus on governance implications of developments within the District.

##### 3. Communications and Community Relations

The Superintendent shall:

- 3.1 Take appropriate actions to ensure positive internal and external communications are developed and maintained and act as one of the Board's spokespersons as required on District matters in concert with the Chair.
  - 3.2 Develop and maintain positive and effective relations with provincial and municipal government administrators.
  - 3.3 Respond in an ethical and skilled way to electronic and print media.
  - 3.4 Demonstrate consensus building, collaboration and conflict mediation.
4. Organizational Management
- The Superintendent shall:
- 4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.
  - 4.2 Report to the Minister with respect to matters identified in and required by the School Act.
  - 4.3 Define processes for gathering, analyzing and using data for decision-making.
  - 4.4 Provide the Board with a recommended annual operating budget, such capital expenditures as may be required, and periodic statements of revenue and expenditures.
  - 4.5 Ensure the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
  - 4.6 Ensure the facilities adequately accommodate District students.
5. Curriculum Planning and Development
- The Superintendent shall:
- 5.1 Ensure that curriculum design, delivery and integration is in alignment with the B.C. Ministry of Education prescribed learning outcomes.
6. Instructional Management and District Accountability
- The Superintendent shall:
- 6.1 Support instructional strategies, assessment and resources that reflect sensitivity to diversity and incorporate themes such as inclusion, respect and acceptance.
  - 6.2 Promote awareness of current research and best practices in support of curriculum and instruction.
  - 6.3 Engage in professional development activities to ensure currency in educational practices.
7. Human Resources Management
- The Superintendent shall:
- 7.1 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.

- 7.2 Promote at all times a high standard of collaborative professional leadership, effective human relationships, and a spirit of educational innovation and advancement throughout the District.
- 7.3 Monitor and improve the performance of all staff.

8. Values and Ethics of Leadership

The Superintendent shall:

- 8.1 Practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.
- 8.2 Model appropriate value systems, ethics and moral leadership.
- 8.3 Coordinate social agencies and human services to help each student grow and develop as a caring, informed citizen.
- 8.4 Make provision for a safe, healthy and caring environment for students in schools and on District property and transportation.

Legal Reference: *Sections 22, 85 School Act*