

ROLE AND RESPONSIBILITIES OF THE SUPERINTENDENT

As per the *School Act sec. 22*, a board must appoint a superintendent of schools for the school district who, under the general direction of the board:

- a) has general supervision and direction over the educational staff employed by the board of that school district
- b) is responsible
 - i. to the board, for improvement of student achievement in that school district,
 - ii. for the general organization, administration, supervision and evaluation of all educational programs provided by the board, and
 - iii. for the operation of schools in the school district
- c) must perform other duties set out in the regulations.

The Superintendent shall operate legally, ethically, prudently, and abide by board policies. The superintendent shall provide and promote a high standard of professional leadership and commitment to continuous improvement in the district.

General Expectations of the Superintendent

The superintendent is the chief executive officer of the board. The superintendent is accountable to the board for the conduct and operation of the district, for providing leadership in administration and instructional programs for students, and for ensuring compliance with board governance policy and legislative requirements. All board authority delegated to the staff of the district is delegated through the superintendent.

The superintendent shall ensure:

1. All operational practices, activities, decisions and organizational conditions are lawful, prudent, consistent with commonly accepted professional and business ethics, and adhere to board policies.
2. All necessary actions are taken such that the district operates in compliance with provincial requirements.
3. Recognition is given to the inherent dignity and rights of all members of the human family and that the diversity of the school community of students and staff and the larger community it serves is valued.
4. Recognition is given to the rights of Indigenous peoples and the inherent value in maintaining strong relationships and open dialogue
5. Operational practices, activities, decisions or organizational conditions do not place at risk the district's public image or credibility.

Specific Areas of Responsibility

1. Student Learning

- 1.1. Provide educational leadership on behalf of the district;
- 1.2. Maintain exemplary standards of curriculum and instruction;
- 1.3. Monitor and continually evaluate educational practices.

2. Student Well-Being

- 2.1. Consider the impact on the environment in the delivery of programs and services;
- 2.2. Integrate environmental education and environmentally responsible action within the school setting;
- 2.3. Provide a safe and respectful learning environment.

3. Operations and Fiscal Responsibility

- 3.1. Direct the development of an annual operating and capital budget for board approval, and ensure the existence of an effective system of financial expenditure and control;
- 3.2. Ensure that the board is kept appropriately informed of the operation of the district;
- 3.3. Monitor and continually evaluate operational practices.

4. Personnel Management

- 4.1. Ensure the provision of a well-organized program of personnel administration;
- 4.2. Recommend the appointment of the secretary-treasurer and associate superintendent to the board;
- 4.3. Supervise and coordinate the operation of departments and functions in the district, delegating responsibilities as required;
- 4.4. Evaluate, or arrange for, the evaluation of senior management and principals / vice-principals on a regular basis;
- 4.5. Evaluate, or arrange for evaluation of other personnel as required;
- 4.6. Visit schools, maintain effective professional relationships with staff and community and promote good communication with stakeholders and rightsholders.

5. Board Governance Policies and Operational Procedures

- 5.1. Meet the operational expectations of the board through the establishment of operational procedures and implementation of board policies.

6. Superintendent/Board Relations

- 6.1. Advise and assist the board in exercising its duties under legislation;
- 6.2. Attend, or arrange for a delegate to attend, all meetings of the board and its committees, except when excused by the board for discussion of the superintendent's performance;
- 6.3. Ensure that, in consultation with the chair and staff as necessary, agendas for board meetings are properly prepared;
- 6.4. Perform such other duties as are assigned by the board, and which are consistent with the above duties, board governance policy, and legislative requirements;
- 6.5. Ensure that the board is consulted and approves of structural changes to the senior management team.
- 6.6. The board and superintendent shall continuously monitor superintendent performance and board-superintendent relations through private briefings and other methods determined by the chair and superintendent.

7. Strategic Planning and Reporting

- 7.1. Assist, initiate and direct the planning and development, implementation and evaluation of board governance policy, the strategic plan and district goals.

Monitoring Superintendent Performance

The purpose of the annual performance review of the superintendent is to consolidate the board's findings arising from its monitoring of district goals and operational procedures during the year and, on this basis, to draw reasonable summative conclusions. In addition, the board may assess superintendent performance related to the achievement of performance objectives and other criteria established jointly and previously agreed to by the board and superintendent.

The board shall adhere to the following schedule and methods for superintendent performance review.

1. Schedule

- 1.1. The performance of the superintendent is a formative ongoing process connected to the goals of the Strategic Plan.

2. Methods

- 2.1. The superintendent shall provide the Board with an annual report regarding the district's progress on the Strategic Plan. The board shall meet regularly with the superintendent to review the plan. The board may from time to time ask for other meetings with the superintendent to review progress on the Strategic Plan;
- 2.2. The superintendent performance review process shall involve all board members and the superintendent;
- 2.3. The methods of performance review shall be structured so that they lead to strengthening communications and the relationship between the board and superintendent;

- 2.4. Performance review sessions are to be facilitated by the chair and assisted by the superintendent;
- 2.5. Provision may be made for engaging an external facilitator to conduct sessions when the board and superintendent perceive a need or benefit arising from third-party assistance;
- 2.6. The monitoring of the superintendent's performance as outlined in this policy is in addition to the performance review provisions and contractual obligations outlined in the superintendent's contract with the board

Legal References:	<i>School Act Sec. 22, 85</i>
Monitoring Method:	<i>Internal Reports/Board and Superintendent</i>
Monitoring Frequency:	<i>Annual</i>
Adopted:	<i>June 25, 2013</i>
Last Revised:	<i>October 2017</i>
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