



Superintendent & CEO Position Description

Administrative Procedure 2.B.300

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 15, 16, 17, 18, 20

Legal Reference: Public Schools Act Section 52(2)

Date Adopted: November 1997

Date Amended: January 2008

The essential role of the Superintendent is to set along with the Board a strategic vision and plan for the Division and to ensure the proper running of all aspects of education in the Division. In broad terms this will include setting, with the Board, a clear set of values and expectations for the Division while devolving the responsibility for the development and operation to leadership teams including school administrators. It will also include the establishment of systems which will allow the vision to be carried out in practice as well as a system for monitoring and evaluating the work of education. The Superintendent is also responsible for allocating public funds attributed for education purposes with integrity and efficiency.

The Superintendent of Schools is the Chief Executive Officer under the supervision of the Board of Trustees who is responsible for the overall administrative and leadership duties for the Board. The person operates as a divisional team member that provides efficient and effective service within the school division. The Divisional team operates under the daily direction of the Superintendent.

1. Values and Vision

The Superintendent and Board collaborate to lead the community in the development and articulation of shared values, common purposes and a desired future for the division. It is the responsibility of the superintendent as the first professional officer to the board to:

- Assist in establishing and then to maintain a focus on the shared vision of education for the School Division
- Work with and engage the Board in understanding its responsibilities, including its visions, and its policies in relation to learning, resource management and policy development.
- Understand and model appropriate values, showing ethical behavior, and exercising moral leadership.
- Provide direction for Divisional planning initiatives including the expectation of the involvement of all relevant constituents in the planning process.
- Provide information and recommendations to the Board to facilitate decision-making.

2. Governance and Policies

The Board and Superintendent provide leadership which is suited to the age, aptitudes and abilities, and rights of every student. This will be set within a policy framework that is lawful, respectful of individuals and understandable to the community at large. It is the responsibility of the Superintendent to:

- Provide leadership for effective development and implementation of curriculum, and all aspects of teaching and learning.
- Interpret policies, mandates and requirements in ways that maintain the congruence between vision and practice.
- Focus on the learning and education of all children in the Division, including having systems to demonstrate achievement.
- Monitor the development, application and revision of policies and procedures within the division to ensure relevance and congruency with Divisional values, legislated obligations and the mandates of the Division.
- Provide leadership throughout the Division to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.

3. Professional Practices

The Board and Superintendent provide leadership to promote professional practices and board operations that enhance communication and community relationships, and foster effective organizational management, curriculum planning and development, and teaching and learning. It is the responsibility of the superintendent to:

- Establish a framework for teaching and learning for all students in the Division.
- Establish an appropriate system of assessment to monitor student performance, and to ensure the educational provision is meeting the needs of all students.
- Establish an infrastructure of democratic practices and structures that involve school community members in broad-based, skillful participation in the work of division leadership.
- Ensure collaboration amongst multiple partners (e.g. government departments, community agencies, universities, and other provincial organizations).
- Secure essential resources, including financial, time, talent and ideas to carry out the work of the Board.
- Administer and supervise the educational, financial, personnel, building operations and maintenance and research and planning functions of the division through the provision of direction and guidance to appropriate senior administrative staff.
- Supervise the deployment and management of the use of divisional resources - human, material and financial - in accordance with divisional goals, policies and direction.
- Develop effective communication strategies and relationship skills with all members of the community.