

POLICY 12

ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

In order to meet the requirement of the Education Act, the mandate of trust given it by the Catholic electorate in the Division and the duty to deliver a Catholic educational program in conformity with the Bishop's direction, the Board will hire a Superintendent of Catholic faith to serve as the Board's Chief Executive Officer.

Specific Areas of Responsibility**1. Faith Leadership**

- 1.1 Models involvement in the Catholic faith community.
- 1.2 Ensures celebration of Division Catholicity.
- 1.3 Develops and maintains positive and effective relations with the Bishop(s) and local parish priests.
- 1.4 Ensures students and staff are provided opportunities for spiritual development within the Division.
- 1.5 Follows a lifestyle and deportment in harmony with Catholic teachings and principles.
- 1.6 Ensures schools maintain a distinctive Catholic identity.

2. Student Learning

- 2.1 Provides leadership in all matters relating to education in the Division.
- 2.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 2.3 Aligns Division resources and builds organizational capacity to support First Nations, Métis and Inuit student achievement.
- 2.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- 2.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.

- 2.6 Supports the Board in its use of natural person powers to enhance learning opportunities for students.
- 2.7 Provides leadership in implementing education policies established by the Minister and the Board.

3. Student Wellness

- 3.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 3.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.
- 3.3 Develops pathways beyond the residential school legacy for First Nations, Métis and Inuit students.
- 3.4 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.
- 3.5 Ensures the facilities adequately accommodate Division students.
- 3.6 Acts as, or designates, the attendance officer for the Division.

4. Fiscal Responsibility

- 4.1 Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- 4.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 4.3 Directs the preparation and the presentation of the budget.
- 4.4 Ensures the Board has current and relevant financial information.
- 4.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.

5. Personnel Management

- 5.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- 5.2 Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
- 5.3 Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis, Inuit and all other students.

- 5.4 Ensures the coordination and integration of human resources within the Division.
- 5.5 Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
- 6. Policy/Administrative Procedures
 - 6.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
 - 6.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial regulations, policies and procedures.
- 7. Superintendent/Board Relations
 - 7.1 Engages in and maintains positive, professional working relations with the Board.
 - 7.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
 - 7.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
 - 7.4 Provides the information and counsel which the Board requires to perform its role.
 - 7.5 Keeps the Board informed on sensitive issues in a timely manner.
 - 7.6 Attends, and/or designates, administrative attendance at all committee meetings.
 - 7.7 Demonstrates respect, integrity and support, which is conveyed to the staff and community.
- 8. Strategic Planning and Reporting
 - 8.1 Leads a generative strategic planning engagement process.
 - 8.2 Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans.
 - 8.3 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
 - 8.4 Implements plans as approved.
 - 8.5 Reports regularly on results achieved.
 - 8.6 Develops the Annual Education Results Report for Board approval.

9. Organizational Management

- 9.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 9.2 Reports to the Deputy Minister with respect to matters identified in and required by the Education Act and provincial legislation.
- 9.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 9.4 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 9.5 Facilitates collaboration with First Nations and Métis leaders, organizations and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis, Inuit and all other students.

10. Communications and Community Relations

- 10.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 10.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 10.3 Maintains effective relationships within the system and the community served by the system.
- 10.4 Develops and maintains positive and effective relations with provincial and regional government departments and agencies
- 10.5 Builds and sustains relationships with First Nations, Métis and Inuit parents, Elders, local government leaders and community members.
- 10.6 Pursues opportunities and engages in practices to facilitate truth and reconciliation within the school community.
- 10.7 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 10.8 Participates actively and fosters involvement of staff in community affairs in order to enhance and support the Division's mission.
- 10.9 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

11. Leadership Practices

- 11.1 Demonstrates servant leadership
- 11.2 Builds positive and productive relationships
- 11.3 Models a personal commitment to professional learning and research.
- 11.4 Effectively implements the Board vision of a preferred future for the success of all students.
- 11.5 Establishes and sustains an overall Division learning culture that promotes continuous improvement.
- 11.6 Understands and applies the historical, social, economic and political implications of:
 - 11.6.1 Treaties and agreements with First Nations
 - 11.6.2 Agreements with Métis
 - 11.6.3 Residential schools and their legacy
- 11.7 Effectively directs Division operations in alignment with Board goals and priorities.
- 11.8 Supports effective Board governance.

Legal Reference: Section 8, 33, 35.1, 51, 52, 222 Education Act
Freedom of Information and Protection of Privacy Act
Truth and Reconciliation Commission Calls to Action
Superintendent Leadership Quality Standard