

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 Board and is accountable to the Board for the conduct and operation of the division. All Board authority delegated to staff is delegated through the Superintendent.

The Superintendent is designated as the FOIPP Head, under the *Freedom of Information and Protection of Privacy Act*.

The role of the Superintendent shall be focused in the following areas of responsibility:

1. Faith Leadership
 - 1.1 Models involvement in a Catholic faith community and ensures students and staff are provided opportunities for spiritual development within the division.
 - 1.2 Encourages staff to participate in and support Catholic functions in the parish where they reside.
2. Educational Leadership
 - 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 the standards of education set by the Minister of Education.
 - 2.3 Implements education policies established by the Minister of Education and the Board.
3. Fiscal Responsibility
 - 3.1 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 Boards under the School Act or any other applicable act or regulation.
 - 3.2 Ensures the division operates in a fiscally responsible manner, including adherence to Public Sector Accounting Standards.
 - 3.3 Oversees preparation of the budget for consideration of, and adoption by, the Board.
4. Personnel Management
 - 4.1 Gives preference in the hiring of staff to practicing Catholics.
 - 4.2 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective

agreements.

- 4.3 Provides for and ensures a Board representative is involved and participates in the interviews for the selection of the following staff positions: Deputy Superintendent, Secretary-Treasurer and Principal.
- 4.4 Ensures that processes are established and opportunities are provided for staff input.
- 4.5 Supervises, evaluates, and provides growth opportunities for all staff.

5. Superintendent / Board Relations

- 5.1 Establishes and maintains positive professional working relationships with the Board.
- 5.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy including the provision of information the Board requires in order to perform its role.
- 5.3 Brings a recommendation to the Board on all items that require a Board decision.
- 5.4 Advises the Board Chair, and/or Vice Chair, as soon as possible of any potential legal action and/or litigation that may be brought before the Board.
 - 5.4.1 Should the situation develop into legal action and/or litigation being brought against the Board, the Board Chair and/or Vice Chair shall be provided appropriate updates on a timely basis.
 - 5.4.2 In the event the case proceeds to court, the trustees shall be provided with all the specifics of the case.
 - 5.4.3 In the event of a possible financial settlement, the Superintendent will bring a recommendation to the Board based upon appropriate legal or other advice. Any decision will be at the sole discretion of the Board.
- 5.5 The Superintendent, in cooperation with the Board, will plan, develop, implement, and annually review Board Policy.

6. Three-Year Planning and Reporting

- 6.1 Leads the strategic planning process including the development of division priorities, as well as educational, budgetary, capital, and Infrastructure Maintenance Renewal (IMR) plans, and implements those plans as approved.
- 6.2 Involves the Board appropriately (Board approval of process and timelines, opportunity for Board input early in the process, final Board approval).
- 6.3 Reports regularly on results achieved.

7. Organizational Management

- 7.1 Demonstrates effective organizational skills resulting in division compliance with

all legal, Ministerial and Board mandates and timelines.

- 7.2 Reports to the Minister of Education with respect to matters identified and required by the School Act.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent and positive external and internal communications are developed and maintained.
- 8.2 Ensures that parents have a high level of satisfaction with the services provided and the responsiveness of the division.
- 8.3 Facilitates the presentation of data to the Board regarding community interest in the purchase of real estate owned by the Board.
- 8.4 Ensures that staff and students are recognized for significant contributions to the school division.

9. Leadership Practices

- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Minister of Education.
- 9.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.
- 9.3 The Superintendent will develop and review Administrative Procedures as required, using the following process:
 - 9.3.1 The administrative procedure will be reviewed by the Learning Leadership Team.
 - 9.3.2 The procedure will then be reviewed by staff, including certificated and non-certificated staff.
 - 9.3.3 The final draft will be reviewed by Senior Administration and the Learning Leadership Team.
 - 9.3.4 The final approved Administrative Procedure is reported as information to the Board.

Legal Reference: Sections 61, 113, 114 School Act