

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.

Specific Areas of Responsibility:

1. Student and System Achievement

The Superintendent shall:

- 1.1 Seek the approval of the Board in the development of the Three-Year Education Plan, specifically components including the development of Division goals, priorities, measurements, budget and Capital Plan, and implement plans as approved.
- 1.2 Involve the Board (Board approval of process and timelines, opportunity for Board establishment of strategic priorities and key results early in the process, final Board approval).
- 1.3 Report annually to the Board on results achieved in a format as required by Alberta Education.

2. Student Welfare

The Superintendent shall:

- 2.1 Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
- 2.2 Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
- 2.3 Ensure the facilities adequately accommodate Division students.
- 2.4 Ensure that appropriate monitoring and supports are in place to address student attendance issues.

3. Educational Leadership

The Superintendent shall:

- 3.1 Provide leadership in all matters relating to education in the Division.
- 3.2 Ensure students in the Division are provided opportunities to meet the standards set by the Minister and the Board.

3.3 Implement education policies established by the Minister and the Board.

4. Fiscal Responsibility

The Superintendent shall:

- 4.1 Ensure 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 School Act or any other applicable Act or regulation.
- 4.2 Ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 4.3 Ensure the Board has current and relevant financial information in a timely manner.

5. Personnel Management

The Superintendent shall:

- 5.1 Have overall authority and responsibility for all personnel-related issues except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 5.2 Monitor the performance of all staff and ensure appropriate evaluation processes are in place.
- 5.3 Ensure the coordination and integration of human resources with the Division.

6. Policy

The Superintendent shall:

- 6.1 Provide leadership in the planning, development, implementation and evaluation of Board policies.

7. Superintendent / Board Relations

The Superintendent shall:

- 7.1 Establish and maintain positive, respectful, professional working relations with the Board and endeavor to ensure staff interacts with the Board in a similar manner.
- 7.2 Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
- 7.3 Provide the information which the Board requires to perform its role.
- 7.4 At the Board's request, attend and provide counsel in meetings of the Board's Provincial Associations (Alberta School Boards' Association and Public School Boards' Association of Alberta).

- 7.5 Keep the Board informed on sensitive issues in a timely manner.
- 7.6 Demonstrate respect, integrity and support, which is conveyed to the staff and community.

8. Organizational Management

The Superintendent shall:

- 8.1 Demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2 Report to the Minister with respect to matters identified in and required by the School Act.
- 8.3 Review, modify and maintain an organizational chart which accurately delineates lines of authority and responsibility.
- 8.4 Build an organizational structure and promote a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 8.5 Review with the Board the parameters of Executive Contracts.

9. Communications and Community Relations

The Superintendent shall:

- 9.1 Take actions to ensure open, transparent, positive external and internal communications are developed and maintained.
- 9.2 Keep the Board informed through the provision of planning and monitoring reports.
- 9.3 Strive to ensure that parents and students have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 9.4 Positively represent the Division within the Jurisdiction to enhance and support the Division's mission and partnerships.

10. Leadership Practices

The Superintendent shall:

- 10.1 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.
- 10.2 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.

Legal Reference: Section 14, 113, 114, 115 School Act

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