

Role of the Superintendent of Schools

Policy 4201

May 28, 2025

The Superintendent of Schools serves as the Chief Executive Officer of the Board of Education and the District's educational leader. Reporting directly to the Board, the Superintendent is accountable for the District's operations and conduct, as well as having specific authority, responsibilities, and duties under the School Act and Regulations.

The Superintendent advises and assists the Board in developing and implementing strategic goals. All Board authority for the educational and administrative leadership of the district is delegated through the Superintendent who is responsible and accountable for the overall direction, operations, student achievement, and standards of conduct for the District. The Superintendent ensures compliance with all Ministerial orders and board policies.

Guidelines/Principles

The primary responsibilities of the Superintendent are:

1) Student and Staff Safety

1. Maintain a safe, healthy and respectful environment for learning and working.
2. Ensure ethical, fair, and dignified treatment of students, parents, staff, and the public.
3. Ensure compliance with all Ministerial orders on school safety and codes of conduct.
4. Promote robust communication and planning for safety through training, procedures, reporting, and committees.

2) Student Learning

1. Model lifelong learning and professional growth.
2. Align short- and long-term planning and resource allocation with student learning.
3. Oversee educational program planning, implementation, and evaluation, with emphasis on direct support of school administration and supervision of instruction.
4. Ensure alignment between the Board's strategic plan and all district educational, operational, and budget plans.
5. Develop and publish the annual Enhancing Student Learning report, in accordance with Ministry guidelines and requirements, with a strong focus to the cycle of continuous

improvement.

6. Provide support to school principals in the development of school Enhancing Student Learning plans to ensure alignment with district plans.
7. Continuously work towards equity in learning by identifying and addressing inequities.
8. Report on student learning throughout the year.

3) Board Support

1. Assist the Board with the development of strategic plans.
2. Assist and advise the Board in the development of policy and the performance of its duties and powers under the School Act.
 - 2.1 Present options, implications and recommendations supported by accurate and up-to-date information.
 - 2.2 Submit reports and recommendations in a timely, clear, and accurate manner.
3. Assist in preparing board agendas and packages.
4. Keep trustees informed in all matters of importance to the board:
 - 4.1 Meet and communicate regularly with the Board Chair.
 - 4.2 Communicate regularly through committee and board meeting reports, or more frequently as situations dictate.
5. Ensure timely, fair handling of appeals to the Board when established avenues in policy, regulation and contractual agreement have been exhausted.

4) Operational Oversight and Direction

1. Maintain and update a manual of Administrative Protocols
2. Ensure all administrative protocols are in compliance with board policy, the School Act, Ministerial orders, collective agreements, and any other relevant regulation, legislation, or requirements.
3. Serve as the Safe Schools Coordinator and Critical Response Coordinator.
4. Collaborate with the Secretary-Treasurer on budget development, implementation, and asset management.
5. Ensure transparency and consultation in financial and capital asset allocation.

6. Provide structures for financial oversight and stakeholder input.
7. Ensure all Ministry requirements and reporting are fulfilled.

5) Reconciliation Efforts

1. Foster strong relationships with local First Nations rightsholders and Indigenous stakeholders.
2. Oversee Local Education Agreements with local First Nations.
3. Collaborate with the Indigenous Education Council to improve outcomes for all Indigenous students.
4. Supervise Indigenous education staff.

6) Human Resources Leadership

1. Model positive leadership and maintain a strong District culture.
2. Exercise overall authority and responsibility for all personnel matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy:
 - 2.1 Ensure adherence to all collective and other employee agreements.
 - 2.2 Manage local bargaining on behalf of the Board.
 - 2.3 Implement competitive and proactive hiring and retention strategies.
 - 2.4 Ensure fair and consistent application of all human resources procedures, including hiring, evaluation, and discipline.
 - 2.5 Foster positive relationships with local unions.
3. Promote excellence for all employee groups through ongoing evaluation, professional development, and mentorship.

7) Supervision of District Administration

1. Hire, retain, and provide leadership to principals, vice-principals and other district administrative positions.
2. Delegate duties and authorities to administrators, ensuring goals and objectives are being met.

3. Assign district lead roles and, as necessary, assume responsibility for specific lead roles.
4. Establish structures for regular meetings and consultations with education and operational leaders.
5. Identify and mentor future district leaders, ensuring succession planning.

8) Public Relations

1. Maintain strong relationships and communication with staff, rightsholders and stakeholders, and the public.
2. Advocate for public education.
3. In collaboration with the Board Chair, be solely responsible for public communications on behalf of the school district, including serving as official spokesperson, delegating as appropriate, and overseeing all district communications.

9) Conflict of Interest

1. Recuse themselves from any decision making, or role influencing, any aspect of district operations where a vested personal interest is realized, and delegate those responsibilities to other district employees.

Evaluation of the Superintendent's Performance

The Board will evaluate the Superintendent's performance in accordance with their contract and Board policy.