

## Policy 12

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### ROLE OF THE SUPERINTENDENT

The Board recognizes the need for one (1) person to be in charge of the management of the District in order to provide coordinated leadership. Therefore, the Board designates the Superintendent as the Chief Executive Officer of the Board and delegates to the Superintendent responsibility for overall effective administration of the District. The Superintendent ensures that leadership is the shared responsibility of everyone within the organization and builds leadership capacity within a team-oriented, collaborative environment. The Superintendent provides reports to the Board that focus on governance implications and is accountable to the corporate Board for the conduct and operation of the District and for ensuring compliance with legislative requirements. All Board authority delegated to the staff of the District is delegated through the Superintendent.

#### Specific Areas of Responsibility

1. Student Well-Being
  - 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
  - 1.2 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.
  - 1.3 Ensures 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 District.
  - 1.4 Ensures the facilities adequately accommodate District students.
2. Educational Leadership
  - 2.1 Provides leadership in all matters relating to education in the District.
  - 2.2 Ensures students in the District have the opportunity to meet the standards of education set by the Minister.
  - 2.3 Implements education policies established by the Minister and the Board.
  - 2.4 Provides support and advises principals on matters related to school operations.
3. Fiscal Responsibility
  - 3.1 Ensures the fiscal management of the District 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.
  - 3.2 Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

#### 4. Personnel

- 4.1 Has overall authority and responsibility for all personnel-related matters, except those matters precluded by legislation, collective agreements or Board policy.
- 4.2 Promotes at all times a high standard of collaborative professional leadership, effective human relationships and a spirit of educational innovation and advancement throughout the District.
- 4.3 Provides leadership in the supervision and evaluation of administrators, teachers, and other staff, with the intent of improving performance.
- 4.4 Establishes organizational roles for staff and arranges the employment of staff necessary to conduct the affairs of the District.

#### 5. Policy/Administrative Procedures

- 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
- 5.2 Develops, maintains and communicates Administrative Procedures that are consistent with Board and provincial policies, regulations and procedures.

#### 6. Superintendent/Board Relations

- 6.1 Establishes and maintains positive, professional working relations with the Board.
- 6.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 6.3 Keeps the Board informed of all District matters, especially controversial and/or highly sensitive issues, in a timely and appropriate manner.
- 6.4 Demonstrates mutual respect and support, which is conveyed to the staff and community.

#### 7. Strategic Planning and Reporting

- 7.1 Leads the Strategic Planning process including the development of District goals, budget, facilities and transportation plans.
- 7.2 Implements plans as approved.
- 7.3 Involves the Board appropriately (opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- 7.4 Reports regularly on results achieved.

#### 8. Organizational Management

- 8.1 Demonstrates effective organization skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2 Builds an organizational structure and promotes a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

## 9. Communications and Community Relations

- 9.1 Takes action to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2 Ensures that parents and students have a high level of satisfaction with the services provided and the responsiveness of the District.
- 9.3 Maintains effective relationships within the system and the community served by the system.
- 9.4 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 9.5 In consultation with the Board Chair, serves as a spokesperson for the District for the media and public in order to keep the District's messages consistent and accurate.
- 9.6 Acts as an advocate for the District and for public education.

## 10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom s/he works most directly in carrying out the directives of the Board and the Minister.
- 10.2 Develops and maintains positive and effective relationships with provincial and municipal government departments, external agencies and provincial organizations.
- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.

Legal Reference: Sections 15, 16, 16.1, 19, 22, 24, 26, 65, 69, 71, 74, 79.3, 85, 87 School Act  
Freedom of Information and Protection of Privacy Act  
School Regulation 265/89

## Policy 12 – Appendix A

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### BOARD EVALUATION OF THE SUPERINTENDENT

#### *Performance Planning and Review*

1. *The Board and Superintendent shall implement the BCSTA's Performance Planning and Review of School Superintendents model appended hereto as Schedule "S". The performance review shall be reasonably related to the goals and objectives established by the Board and to the duties assigned to the Superintendent.*
2. The procedures for the annual performance review in Clause '1' above shall follow the guidelines set out in the BCSTA's Resource Guide to Performance Planning and Review of School Superintendents, which shall be mutually agreed upon by the Board and the Superintendent, and established in writing prior to the commencement of the annual performance review and assessment. In the event there is no agreement on the procedures, the Board may proceed with an evaluation and assessment based on acceptable management principles.