



Section Two: School District Administration

“Together We Learn”

**210 – SUPERINTENDENT OF SCHOOLS
ROLE DESCRIPTION**

Introduction

The role of the Superintendent of Schools is defined in the School Act and Regulations and the accountability is to the Board of Education. The Superintendent is also the Chief Executive Officer of the School District.

Policy

The primary functions of the Superintendent are to:

1. Assume responsibility for:
 - 1.1 acting as the administrative spokesperson for the district;
 - 1.2 structuring activities designed to build and maintain positive community relations;
 - 1.3 directing the work of district staff;
 - 1.4 ensuring that appropriate educational leadership is provided;
 - 1.5 ensuring appropriate procedures for the development of the district's annual budget and ensuring this budget is administered in accordance with Ministry of Education directives and School District No. 23 policy;
 - 1.6 developing appropriate procedures for reviewing the district's goals and directions and ensuring their implementation;
 - 1.7 appointing members to the bargaining team for contract negotiations;
 - 1.8 ensuring that school accountability contracts are carried out in accordance with the Board and Ministry directives;
 - 1.9 keeping current in matters related to the position.
2. Exercise the overall administrative and management duties of personnel-related issues as authorized by Section 22 of the School Act. Responsibilities specified elsewhere in Board policy, the School Act, Regulations, Collective Agreements, and individual employee contracts may be delegated by the Superintendent at his/her discretion.
3. Serve as an ex officio member of each committee of the Board.
4. Perform the duties of a Superintendent as specified in the School Act Section 22(1) and Regulation 265/89, Section 6: *Duties of Superintendents of Schools*.



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- 4.1 under the general direction of the Board, have general supervision and direction over the educational staff and be responsible for the general organization, administration, supervision and evaluation of all educational programs and for the operation of schools, and perform other duties set out in the Regulations:
 - 4.2 assist in making the Act and Regulations effective and in carrying out a system of education in conformity with the orders of the Minister;
 - 4.3 advise and assist the Board in exercising its powers and duties under the Act;
 - 4.4 investigate matters, as required, by the Minister and after due investigation, submit a report to him or her, and
 - 4.5 perform those duties assigned by the Board, and may, subject to Section 69 of the Act, at his or her discretion, attend any Board meeting;
 - 4.6 A Superintendent of Schools shall render assistance to the Minister, as required;
 - 4.7 A Superintendent of Schools or an Assistant Superintendent may at any time report on the work of a teacher and the learning situation in the teacher's class or the work of a principal, vice principal or director of instruction and must deliver a copy of that report to the teacher, principal, vice principal or director of instruction, as the case may be;
 - 4.8 within three months of a request of the College, the Superintendent shall report on the work of a teacher and the learning situation in the teacher's class or the work of a principal, vice principal or director of instruction and deliver a copy of the report to the College, principal, vice principal or director of instruction, as the case may be.
5. Perform such additional duties as may be assigned by the Board from time to time.