



Section Two: School District Administration

“Together We Learn”

210 – SUPERINTENDENT OF SCHOOLS/CEO ROLE DESCRIPTION

Introduction

The Superintendent of Schools/CEO is the Chief Executive Officer of the School District and is accountable to the Board of Education.

The Superintendent is also required to carry out certain tasks for the Minister and Ministry of Education pursuant to, but not limited to, the School Act and Regulations.

Policy

1. The Primary Responsibilities of the Superintendent are:

- 1.1 **Improve Education:** Educational program planning, implementation, and evaluation.
- 1.2 **Keep a Future Focus:** Vision, broad perspective, and strategic planning.
- 1.3 **Cultivate Board Relations:** Good working relations with Trustees and the Board.
- 1.4 **Deploy Human Resources:** Recruitment, assignment, supervision and evaluation of staff.
- 1.5 **Utilize Financial & Capital Assets Prudently:** Draft budget preparation, implementation of the approved budget, effective business administration and management of capital assets.
- 1.6 **Establish Good Public Relations:** High standards of communication, and congenial relations with partner groups and the community.
- 1.7 **Be a Principled Administrator:** A fair, judicious, and ethical Superintendent.
- 1.8 **Be an Exemplary Leader:** Evidence of creativity, decisiveness, and effective problem solving.
- 1.9 **Attend to Personal Wellness:** Set and achieve annual goals to ensure the maintenance of personal health.

2. Additional Specific Duties of the Superintendent are:

- 2.1 The Superintendent will, in October of each year, prepare for the Board's consideration, objectives relating to the annual goals. The report will also include recommendations for the improvement of educational and operational services in



Section Two: School District Administration

“Together We Learn”

the District, along with a report on the achievement of the previous year’s goals. These goals and recommendations will be presented to the General Affairs Committee and then referred to the Board for approval.

Objectives should, where possible, be measurable and have clear time lines.

- 2.2 Additionally, in October of each year, the Superintendent will prepare for the Board's consideration, a list of specific projects that have been identified for inclusion in the senior management team's workplan for the upcoming school year. This list will be presented to the General Affairs Committee and then referred to the Board for approval.
- 2.3 Prepare the Board's annual draft budget pursuant to Board Policy and Ministry Directives, and implement the budget approved by the Board and the Ministry.
- 2.4 Provide information to the Board, in a timely manner, on developing or continuing sensitive issues.
- 2.5 Ensure coverage by a senior district staff member as a liaison and resource person to all Board Committees.
- 2.6 Perform duties as may be assigned from time to time by the Board or the Minister of Education.

3. Evaluation of the Superintendent’s Performance:

- 3.1 The Board will carry out the evaluation of the Superintendent’s performance pursuant to their employment contract, and Board Policy 210 - Superintendent of Schools/CEO Role Description, and Policy 215 - Superintendent of Schools/CEO Evaluation.

Date Agreed: April 23, 1980

Date Amended: April 25, 1989; May 9, 1990; September 11, 1991;
December 14, 1994; September 25, 2002;

Date Reviewed/Amended: November 13, 2002

Date Amended: October 27, 2004; January 24, 2007;
April 10, 2013; November 26, 2014; April 12, 2017
November 25, 2020

Related Documents: School Act Sec. 22, Regulation 6,
Policy 215, Form F215