

## ROLE OF THE SUPERINTENDENT

The Board of Education designates the Superintendent as the Chief Executive Officer of the school district. The Superintendent reports directly to the corporate Board and is accountable to the Board for the conduct and operation of the school district. All Board authority delegated to the staff of the school district is delegated through the Superintendent, except for matters that are delegated to the Secretary-Treasurer through legislation or the decisions of the Board.

### Specific Areas of Responsibility

1. Student Learning
  - 1.1 Provides leadership in all matters relating to education in the school district.
  - 1.2 Implements directions established by the Minister.
  - 1.3 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 positive citizenship.
  - 1.4 Reports on student results achieved.
2. Student Welfare
  - 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
  - 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the school district.
  - 2.3 Ensures the facilities safely accommodate school district students.
3. Fiscal Responsibility
  - 3.1 Ensures the fiscal management of the school district is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other *Act* or regulation.
  - 3.2 Ensures the school district operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
  - 3.3 Prepares and presents the budget which reflects Board priorities.
  - 3.4 Ensures the Board has current and relevant financial information.

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4. Personnel Management
  - 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
5. Policy/Administrative Procedures
  - 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
  - 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.
6. Superintendent/Board Relations
  - 6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
  - 6.2 Provides the information and counsel which the Board requires to perform its role.
  - 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
7. Strategic Planning and Reporting
  - 7.1 Leads the development and implementation of the strategic planning process.
  - 7.2 Involves the Board appropriately (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
  - 7.3 Reports at least annually on results achieved.
8. Organizational Leadership and Management
  - 8.1 Demonstrates effective organizational skills
  - 8.2 Reports to the Minister with respect to matters identified in and required by the *School Act* and provincial legislation.
  - 8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
  - 8.4 Annually provides the school district's Organization Chart to the Board for review and approval of the addition or removal of positions.
  - 8.5 Acts as or assigns the head of the organization for the purposes of the *Freedom of Information and Protection of Privacy (FOIPP) Act* and adopt the schedule of fees in the FOIPP Regulation as permitted under Section 75(1) of the *Act*.

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### 9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2 Takes appropriate actions to ensure parents have a high level of satisfaction with the services provided and the responsiveness of the school district within policy and budgetary constraints
- 9.3 Maintains effective relationships within the school district and the community served.
- 9.4 Keeps the Board informed through the provision of appropriate accountability reports.

### 10. Leadership Practices

- 10.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

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Related Legislation: School Act Section 22  
Related Contract Article: Nil  
Advised: 2023.06.27  
Revised: 2025.10.XX