

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1355
GOVERNANCE/COMMUNICATIONS	<u>Role of the Superintendent of Schools</u>	

DATE ADOPTED: June 8, 2010

DATE AMENDED:

The Superintendent of Schools is the Board of Education's Chief Executive Officer who shall, under the general direction of the Board, have general supervision and direction over all staff, and all programs and operations. Duties and responsibilities of the Superintendent of Schools are as prescribed by the provisions of the School Act, Regulations and Ministerial Orders as well as further responsibilities established by the District and described in Board policy.

Duties of the Superintendent

1. Assist in making the School Act and Regulations effective and in carrying out a system of education in conformity with the Orders of the Minister.
2. Advise and assist the Board in exercising its powers and duties and respecting the role of the Board
3. Advise and assist the Board with respect to its responsibilities and levels of effectiveness especially in regard to policy development and the implementation, evaluation and attainment of the Board's goals and objectives.
4. Establish expectations for pupil achievement with respect to curricular and extra - curricular programs
5. Supervise all matters relating to school organization, instruction, counseling services, and discipline in consultation with the professional staff of the District.
6. Establish and maintain a positive relationship and effective lines of communication with the Board, its staff and students, parents, the community, post secondary schools, external agencies and the Ministry of Education.
7. Develop and maintain a positive educational and working environment within the District.
8. Give leadership in uniting all professional staff in the pursuit of commonly perceived and/or stated educational goals.

9. Advise and assist Principals and teachers in all that may tend to promote efficiency and effectiveness of schools.
10. Use the consultative process with District and school-based staff to provide advice, direction planning and supervision of District programs, services and schools.
11. Evaluate and report on personnel, programs, schools and student development and achievement.
12. Ensure processes that provide for the safety, welfare and conduct of students while they participate in school programs and activities.
13. Research and assist in the negotiation of the teachers' collective agreement and administer the agreement according to District expectations.
14. Manage personnel with respect to selection, transfer, supervision, discipline, professional development, negotiations and contract management.
15. Assist the Board in the development of budget strategies and ensuring expenditure planning and control.
16. Provide leadership and direction to the public relations program of the District.
17. Manage school support services, including maintenance, janitorial and transportation.
18. Be aware of current trends, developments and innovations affecting the public school system and assisting in the management and development of change.
19. Participate in professional development, in-service and any other activities that will promote personal and professional effectiveness.
20. Coordinate the District's long-range planning.
21. Attend and participate in Board meetings and/or any of its committees.
22. Develop, with the Board Chair, Vice-Chair and Secretary Treasurer, an agenda for Board meetings and ensure that information for Trustees is properly distributed.
23. Perform additional duties as assigned by the Board of Education.

Reference: Policy No. 3061 Curricular/Co-Curricular/Extra-Curricular Trips