



ROLE AND RESPONSIBILITY OF THE SUPERINTENDENT

The superintendent is the chief executive officer of the board. The superintendent is accountable to the board for the conduct and operation of the district, for providing leadership in administration and instructional programs for students, and for ensuring compliance with board governance policy and legislative requirements. All board authority delegated to the staff of the district is delegated through the superintendent.

The superintendent shall:

1. Assist, initiate and direct the planning and development, implementation and evaluation of board governance policy, the strategic plan and district goals;
2. Meet the operational expectations of the board and establish operational procedures and to implement board policies;
3. Advise and assist the board in exercising its duties under legislation;
4. Attend, or arrange for a delegate to attend, all meetings of the board and its committees, except when excused by the board for discussion of the superintendent's performance;
5. Ensure that, in consultation with the chair and staff as necessary, agendas for board meetings are properly prepared;
6. Direct the development of an annual operating and capital budget for board approval, and ensure the existence of an effective system of financial expenditure and control;
7. Ensure that the board is kept appropriately informed of the operation of the district;
8. Ensure the provision of a well-organized program of personnel administration, and recommend appointment of the secretary-treasurer and associate superintendent to the board;
9. Supervise and coordinate the operation of departments and functions in the district, and delegate responsibilities as required;
10. Provide and promote a high standard of professional leadership and commitment to continuous improvement in the district;
11. Maintain exemplary standards of curriculum and instruction;
12. Evaluate, or arrange for, the evaluation of senior management and principals / vice-principals on a regular basis;
13. Evaluate, or arrange for evaluation other personnel as required;
14. Monitor and continually evaluate operational and educational practices;
15. Visit schools, maintain effective professional relationships with staff and community, and promote good communication within and outside the district;
16. Accept responsibility for providing appropriate educational leadership outside the district;

17. Perform such other duties as are assigned by the board, and which are consistent with the above duties, board governance policy, and with legislative requirements; and
18. Ensures that the board is consulted and approves of all structural changes to the senior management team.

Legal References:	<i>School Act Secs. 22, 85</i>
Monitoring Method:	<i>Internal and External Reports/Superintendent and Externals</i>
Monitoring Frequency:	<i>Annually</i>
Adopted:	<i>June 25, 2013</i>
Last Revised:	<i>October 2017</i>
	<i>September 2018</i>
	<i>November 2019</i>