

Policy Statement:

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board, and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Rationale:

The Superintendent is appointed by the Board subject to the approval of the Minister of Education. The Superintendent, an executive officer of the Board, is the administrative and supervisory leader of the Division. The Superintendent shall confer with the Board and advise the Board concerning the educational problems and needs of the system. The Superintendent or designate attends all meetings of the Board. The Superintendent exercises, subject to the direction of the Board, general supervision over all schools, departments, teachers, property, and students, and community services within the jurisdiction of the Board, and assists the Board in the discharge of its duties.

Specific Areas of Responsibility:

This policy shall apply to all aspects of the Superintendent Role as outlined below:

1. Student Welfare
The Superintendent shall:
 - 1.1 Ensure that each student is provided with a welcoming, caring, respectful and safe environment that fosters and maintains respectful and responsible behaviors.
 - 1.2 Ensure the safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
 - 1.3 Ensure the facilities adequately accommodate Division students.
 - 1.4 Act as, or designate, the attendance officer for the Division.
2. Educational Leadership
The Superintendent shall:
 - 2.1 Provide leadership in all matters relating to education in the Division.
 - 2.2 Ensure students in the Division have the opportunity to meet the standards of education set by the Minister.
 - 2.3 Implement education policies established by the Minister and the Board.
 - 2.4 Ensure development of leadership capacity within the Division.
 - 2.5 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.
3. Fiscal Responsibility
The Superintendent shall:
 - 3.1 Ensure the development of the annual Division budget for consideration by the Board.

- 3.2 Ensure the fiscal management of the Division by the Secretary Treasurer is in accordance with the terms or conditions of any funding received by the Board under the *School Act* or any other applicable Act or regulation.
 - 3.3 Ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
4. Personnel Management
The Superintendent shall:
 - 4.1 Have overall authority and responsibility for all personnel-related matters, save and except: the development of mandates for bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
 - 4.2 Have overall authority and responsibility for monitoring the performance of staff.
5. Policy/Procedures
The Superintendent shall:
 - 5.1 Provide support in the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develop and keep current Administrative Procedures (AP's) and inform the Board of any changes.
 - 5.2.1 All changes will be highlighted.
 - 5.2.2 Substantive changes requiring a re-write of an AP will be identified in the Header as 'Replacement'.
 - 5.2.3 New AP's will be identified in the Header as 'New'.
 - 5.2.4 Minor editing changes that do not change the intent of the AP are not required to be submitted as an Information Item to the Board.
6. Superintendent / Board Relations
The Superintendent shall:
 - 6.1 Establish and maintain positive, professional working relations with the Board.
 - 6.2 Respect and honour the Board's role and responsibilities, and facilitate the implementation of that role as defined in Board policy.
 - 6.3 Provide the information which the Board requires to perform its role.
 - 6.4 Consider political implications relative to the development of administrative procedures and solicits Board input as appropriate.
 - 6.5 Ensure the Board has copies of the Superintendent's contract.
 - 6.6 Obtain support of the Board through Board motion if intending to seek an external position that requires time away from the Division. Example: College of Alberta School Superintendents (CASS).
 - 6.7 Maintain an online calendar including events, meetings and locations of their activities and shares this with the Board Chair.
7. Three-Year Education Planning and Reporting
The Superintendent shall:
 - 7.1 Have overall authority and responsibility for the Three-Year Education Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.
 - 7.2 Involve the Board appropriately in the approval of process and timelines; gives the Board opportunity for establishment of strategic priorities and key results early in the process; and give the Board final approval.
 - 7.3 Report regularly on results achieved.

8. Organizational Management
The Superintendent shall:
 - 8.1 Demonstrate effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
 - 8.2 Report to the Minister with respect to matters identified in and required by the *School Act*.

9. Communications and Community Relations
The Superintendent shall:
 - 9.1 Take appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
 - 9.2 Serve as spokesperson for the Division, in consultation with the Chair for the media and public in order to keep the Board's messages consistent and accurate.
 - 9.3 Keep the Board informed through the provision of appropriate accountability reports.
 - 9.4 Ensure parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
 - 9.5 Make accessible to electors the Three Year Education Plan and Annual Education Results Report, Board Policy Handbook, Administrative Procedures Manual, Minutes and other documents in accordance with FOIP and in a timely and courteous manner.
 - 9.6 Participate actively in school community events in order to enhance and support the Division's mission.
 - 9.7 Act as the head of the Division for the purposes of the *Freedom of Information and Protection of Privacy Act* (FOIP).

10. Leadership Practices
The Superintendent shall:
 - 10.1 Demonstrate leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out the directives of the Board and the Minister.

Reference:

Sections 14, 60, 61, 113, 114, 115 [School Act](#)
[Policy 11 Delegation of Authority](#)
[Freedom of Information and Protection of Privacy Act \(FOIP\)](#)
[Policy 12 Superintendent – Performance Evaluation – Appendix A](#)
[AP 10-03 Administrative Procedures, Forms & Handbooks](#)