



Board Policy 12

Role of the Superintendent

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting 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.

Specific Areas of Responsibility

1. Education Leadership
 - 1.1 Provides leadership in all matters relating to education in the Division.
 - 1.2 Fosters conditions which promote the improvement of educational opportunities for all students.
 - 1.3 Implements educational policies established by the Minister and the Board.
 - 1.4 Ensures all students in the Division have the opportunity to meet the standards of education set by the Minister.
2. Fiscal Responsibility
 - 2.1 Ensures the Secretary-Treasurer operates the Division in a fiscally responsible manner, including adherence to recognized accounting procedures, and 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.
 - 2.2 Directs the development of and monitors the budget for the Division.
 - 2.3 Encourages effective joint use of Division resources.
 - 2.4 Explores alternative funding sources including potential revenue-generating initiatives.
3. Personnel Management
 - 3.1 Holds authority and responsibility for all personnel-related issues except for the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
 - 3.2 Monitors and improves the performance of all staff.
 - 3.3 Ensures the effective deployment of human resources within the Division.
4. Policy/Procedures
 - 4.1 Provides leadership in the planning, development, implementation, and evaluation of Board policies.
 - 4.2 Develops and keeps current on Administrative Procedures Manual and informs the Board of any changes to this Manual.

GOLDEN HILLS SCHOOL DIVISION

REPLACING POLICY DATED:
March 2009
February 22, 2011

NEW POLICY

BOARD APPROVAL:
January 22, 2019

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5. Superintendent-Board Relations
 - 5.1 Establishes and maintains a positive, professional working relationship with the Board.
 - 5.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
 - 5.3 Provides information which the Board requires to perform its role in a timely manner.
6. Education Planning and Reporting
 - 6.1 Leads the development of the Three-Year Education Plan and the Annual Education Results Report.
 - 6.2 Works collaboratively with the Board to determine the strategic goals and priorities as well as the desired processes and timelines.
 - 6.3 Reports regularly to the Board on results achieved.
7. Organizational Management
 - 7.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates, policies and timelines.
 - 7.2 Reports to the Board as well as the Minister with respect to matters identified in and required by the School Act and Division policy guidelines.
 - 7.3 Acts as the designated head for Freedom of Information and Protection of Privacy Act.
8. Communications
 - 8.1 Develops communication strategies that enhance and support the Division's mission and profile within the community served.
 - 8.2 Supports the Board in providing accurate, consistent communications.
9. Student Welfare
 - 9.1 Ensures the safety and welfare of students while participating in all aspects of school programs or while being transported to and from school programs on transportation provided by the Division.
 - 9.2 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
 - 9.3 Acts as, or designates, the local attendance officer for the Division.
10. Leadership Practices
 - 10.1 Practices leadership in a 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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- 10.2 Fosters a collaborative culture where the focus is on the best interests of students.
- 10.3 Establishes positive, professional relationships with appropriate provincial and regional government departments and agencies.

11. Additional Responsibilities

- 11.1 Carries out additional responsibilities and duties which, from time to time, may be assigned by the Board.

Legal Reference:

- School Act, R.S.A. 2000, C. S-3, S. 14, 45, 113, 114, 115