

## **SUPERINTENDENT OF SCHOOLS: ROLE AND RESPONSIBILITIES**

### **Background**

Guided by the Division's vision, mission, values, and goals, the Superintendent of Schools will assist the Director in fulfilling the general and specific aspects of the role description for the Director as defined in provincial statute, Ministry of Education documents, and Board policy.

The Superintendent of Schools is the supervisor of all school based instructional staff. The Superintendent of Schools reports directly to the Director, and is accountable for the overall management of all in-school programs.

### **Procedures**

The Superintendent of Schools will have specific responsibilities for:

#### **1. Leadership Practices**

- 1.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Director.
- 1.2 Works to achieve goals approved by the Director for the Ministry and the Division.
- 1.3 Monitors the achievement of the goals established for the Ministry and the Division related to the duties of this position.
- 1.4 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 1.5 Provides supervision, evaluation, and supports to individuals and departments reporting to this position.
- 1.6 Is encouraged to provide representation on external committees which align with roles and responsibilities of the position and demonstrate a benefit to the organization and personal development subject to the approval of the Director of Education.
- 1.7 Develops and maintains positive and effective relations with external and internal educational colleagues.

#### **2. Educational Leadership**

- 2.1 Works closely with school-based administrators to provide supervision and evaluation of classroom teacher performance.
- 2.2 Ensures that regular evaluations are completed for all school based support staff.

- 2.3 Ensures that initiatives regarding Ministry of Education curricula (prioritized by the Director) are implemented in all schools and classrooms.
  - 2.3.1 Works with principals to ensure that learning materials are procured and equitably distributed to schools as needed to support initiatives.
  - 2.3.2 Trains principals/vice-principals to monitor change process within their schools using objective data collection instruments and techniques.
  - 2.3.3 Develops feedback instruments and conducts administrative and teacher supervision and evaluation with respect to targeted teaching strategies, and submitted units of instruction.
  - 2.3.4 Provides reports with respect to level and effectiveness of implementation by administration and teachers within area schools.
  - 2.3.5 Ensures that plans within assigned key areas contribute towards initiatives.
  - 2.3.6 Evaluates assigned key areas with respect to initiatives.
- 2.4 Ensures that staff members have the opportunity to collaborate with other professionals and attend in-service in order to improve their teaching performance.

### 3. Fiscal Responsibility

- 3.1 Prepares an annual budget to support centralized implementation of Superintendent initiatives.
- 3.2 Reviews, approves and regularly monitors school based plans regarding the expenditure of funds related to Division-based initiatives and decentralized budgets.
- 3.3 Ensures that financial resources are expended in accordance with the annual budget approved by the Board, except in the case of an emergency with the direct approval of the Director/Superintendent of Business Administration.
- 3.4 Ensures that procurement procedures for learning materials, such as textbooks and academic supplies, are followed to minimize Division expense and to obtain comparative prices and quality.
- 3.5 Provides appropriate financial information and accountability reports related to the functioning of school personnel and programs within the assigned area.

### 4. Student Welfare

- 4.1 Ensures that each school environment fosters and maintains respectful and responsible behaviors.
- 4.2 Ensures the safety of students while participating in school programs.
- 4.3 Acts as the local attendance officer for the schools within the assigned area.

## 5. Personnel Management

- 5.1 Responsible to recruit school based staff in consultation with the Principal of the school.
- 5.2 Has overall authority and responsibility for personnel-related matters related to ordinary requests for staff in-service and personnel leave, as mandated in the administrative procedures manual, collective bargaining agreements and employee handbooks.
- 5.3 Works to monitor and improve the performance of teachers through supervision and evaluation.
- 5.4 Supports Principals to monitor and improve the performance of in-school support staff and other support staff.

## 6. Policy and Procedures

- 6.1 Monitors the planning, development, implementation and evaluation of school policies and administrative procedures.
- 6.2 Communicates Board policy to school-based administration.

## 7. Professionalism

- 7.1 Respects, honors and adheres to the Code of Ethics as described in L.E.A.D.S. Bylaws.

## 8. Strategic Planning and Reporting

- 8.1 Leads the strategic planning process with school-based administrators to ensure that Division goals for program implementation are addressed.
- 8.2 Ensures that school administration and staff are involved appropriately in the planning and reporting process for initiatives of the Continuous Improvement Framework.
- 8.3 Takes the lead responsibility for planning and evaluation of programs in key areas as assigned by the Director.

## 9. Organizational Management

- 9.1 Demonstrates effective organizational skills resulting in area compliance with all Director mandates and timelines.
- 9.2 Reports to the Director with respect to matters identified in and required by Board policy and the administrative procedures manual.

## 10. Communications and Community Relations

- 10.1 Takes appropriate actions to ensure open, transparent, positive communications are developed and maintained within communities served by area schools.
- 10.2 Ensures that parents of area schools have a high level of satisfaction with the services provided and the responsiveness of in-school administration and the Superintendent of Schools.
- 10.3 Monitors the work of the School Community Councils.
- 10.4 Represents the Division at school events within the assigned area.
- 10.5 Ensures that assigned schools are represented in positive ways in public forums around the area.

## 11. Confidentiality

- 11.1 At no time should a Superintendent of Schools discuss in public information pertaining to employees, students or the operation of the division. A Superintendent of Schools is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109 Education Act, L.E.A.D.S. Bylaws

**Updated: November 1, 2007**

**September 30, 2010**