

---

## **ROLE OF THE SUPERINTENDENT**

### **Background**

The Superintendent is the Chief Executive Officer of the District. The Superintendent reports directly to the Board and is accountable to the Board of Education for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent. Whereas Section 77 of the [Freedom of Information and Protection of Privacy Act](#) of British Columbia requires that the Board of Education name an official corporate head, the Board of Education names the Superintendent of Schools as the official head of the school district for the purposes of the Act.

### **Specific Areas of Responsibility**

1. Leadership Practices
  - 1.1. Practices leadership consistent with the District's core values and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board of Education and the Minister of Education and Child Care.
2. Policy/Administrative Procedures
  - 2.1. Provides support to the Board regarding the planning, development, implementation and evaluation of [Board policies](#).
  - 2.2. Develops and keeps current an [Administrative Procedures Manual](#) that is consistent with Board policy and provincial policies, regulations and procedures.
3. Superintendent/Board Relations
  - 3.1. Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
  - 3.2. Provides the information and counsel which the Board requires to perform its role.
  - 3.3. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
4. Strategic Planning and Reporting
  - 4.1. Leads the development and implementation of the strategic planning process.
  - 4.2. Involves the Board appropriately and collaboratively in the development of the Board's [Strategic Plan](#) (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

- 4.3. Reports annually on results achieved.
- 5. Educational Opportunities
  - 5.1. Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
  - 5.2. Vision:
    - 5.2.1. An innovative, inspiring and unified learning community.
  - 5.3. Goal:
    - 5.3.1. Accomplish the objectives of the Framework for Enhancing Student Learning.
- 6. Student well-being
  - 6.1. Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
  - 6.2. Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
  - 6.3. Ensures the facilities safely accommodate District students.
- 7. Community Partnerships
  - 7.1. Vision:
    - 7.1.1. The Board will work with community partners to help each student reach their full potential.
  - 7.2. Goal:
    - 7.2.1. To strengthen relationships and communication with community groups while providing opportunities for students to contribute to the community.
- 8. Finance & Facilities Planning
  - 8.1. Vision:
    - 8.1.1. The Board will utilize financial resources and School District facilities to support and improve student achievement.
  - 8.2. Actions:
    - 8.2.1. Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the [School Act](#) or any other Act or regulation.
    - 8.2.2. Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
    - 8.2.3. Prepares and presents a budget which reflects Board priorities.
    - 8.2.4. Ensures the Board has current and relevant financial information.

## 9. Human Resources

9.1. Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

### 9.2. Vision:

9.2.1. The Board will continue to create a supportive and positive culture with employees to enhance both individual and collective influence on student achievement.

### 9.3. Goals:

9.3.1. Remain competitive and proactive in attracting and retaining exemplary staff.

9.3.2. Establish equity and diversity in hiring.

9.3.3. Promote and support the physical, emotional and mental well-being of all school district staff in a respectful and safe working environment.

9.3.4. Promote excellence in best practice for all employee groups through ongoing professional development.

9.3.5. Effectively communicate with our staff and school communities with respect to the [District website](#).

Legal Reference: Section 22, 85 School Act

Adopted: December 15, 2020