

ROLE OF THE SUPERINTENDENT

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 staff is delegated through the Superintendent.

The Superintendent is designated as the FOIP head under the Freedom of Information and Protection of Privacy Act.

Specific Areas of Responsibility

1. Fiscal Management
 - 1.1 Ensures the fiscal management of the Division by the Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act.
2. Educational Leadership
 - 2.1 Provides leadership in all matters relating to education in the Division.
 - 2.2 Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
 - 2.3 Implements education policies established by the Minister.
3. Personnel Management

Has overall authority and responsibility for all personnel-related issues, except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy.
4. Policy / Procedures

Provides leadership in the development of Board policies and administrative procedures.
5. Superintendent / Board Relations
 - 5.1 Establishes and maintains positive professional working relations with the Board.
6. Strategic Plan

Leads the strategic planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.

7. Organizational Management

- 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 7.2 Reports to the Minister with respect to matters identified in and required by the School Act.

8. Faith Leadership

- 8.1 Models involvement in a faith community and ensure students and staffs are provided opportunities for spiritual development within the school jurisdiction.
- 8.2 Be visible within the Catholic faith community.

9. Student Welfare

- 9.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
- 9.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
- 9.3 Ensures the facilities adequately accommodate Division students.
- 9.4 Acts as, or designates, the attendance officer for the Division.

Legal Reference: Section 14, 45, 60, 61, 113, 114, 115, School Act

First Reading: MARCH 11, 2008
Second Reading: MARCH 11, 2008
Third Reading: APRIL 08, 2008