

POLICY 141 ROLE OF THE SUPERINTENDENT

The Superintendent of Schools is the Chief Executive Officer of the Board of Education. The Superintendent reports to and is accountable to the Board for the implementation of the Strategic Plan and Board policies, and for providing leadership in educational administration, district planning and instructional programming.

Responsibilities to the Board of Education:

1. Assists the Board in the development of a Strategic Plan, implements the plan as approved and reports regularly on results achieved.
2. Ensures that the Board is fully informed on the operation of the school system and provides information reports as the Board requires.
3. Assists the Board in the development of policies, develops procedures to make these policies operative, and ensures that all policies of the Board are fully and effectively implemented.
4. Provides leadership to assist the Board with the establishment of the annual budget.
5. Develops and implements the Board-approved annual budgets with the support of the Secretary-Treasurer.
6. Supports agenda planning for Board meetings and provides the Board with information that Trustees may require to deal effectively with Board business.
7. Ensures continuous open and transparent communication is maintained between the Board, staff and community partners.
8. Assists the Board in identifying and addressing issues.
9. Attends all meetings of the Board and its committees or arranges for a delegate to attend in the absence of the Superintendent.
10. Ensures that all avenues of conflict resolution have been explored before unresolved matters come to the Board.

Relationship with Schools and Community:

11. Establishes and maintains effective personal and professional relationships with a variety of groups in the community on behalf of the District.
12. Visits schools and maintains contact with staff as necessary to be informed of District needs and accomplishments.
13. Promotes good relations with students, parents/guardians/caregivers, staff, First Nations, and community members and organizations, and acts as a spokesperson on District matters as required.
14. Liaises with post-secondary educational institutions including the University of the Fraser Valley.

Responsibility with Ministry of Education:

15. Implements Ministry of Education policy and directives.
16. Ensures that reports and information as may be requested by the Ministry of Education are promptly provided.
17. Performs those duties as specified in the *School Act* and School Regulations of British Columbia.

Leadership and Management:

18. Administers and supervises the educational programs offered by the Board.
19. Collaborates with the Senior Executive Team to coordinate the operation of the District, and delegate functions and responsibilities as required.
20. Carries overall authority and responsibility for all personnel-related matters.
21. Promotes a high standard of collaborative professional leadership.
22. Ensures curriculum development and implementation are achieved in an effective manner.
23. Develops and manages the implementation of appropriate operational planning processes.

24. Ensures adequate budget implementation and monitoring processes are in place.
25. Provides for the continuing evaluation of current educational practices in the school system, the development of plans for the improvement of educational services and the use of programs that will ensure the effective implementation of these plans.
26. Ensures that professional development opportunities are available to school district employees to ensure the excellence, efficacy and relevance of current educational practices.
27. Models and promotes a high standard of professional leadership, leadership development, effective relationships and a commitment to ongoing learning throughout the District.