

POLICY 141 ROLE OF THE SUPERINTENDENT

The Board entrusts the Superintendent with the crucial responsibility of supporting student achievement and well-being. The Superintendent serves as the Chief Executive Officer of the District, reports directly to the Board, and is accountable for the District's operations.

The Superintendent ensures the organization, administration, supervision and evaluation of all educational programs, business and operations in the district. The Superintendent is the Board's only direct employee and has authority and responsibility over all other personnel matters in accordance with Policy 530. All Board authority delegated to District staff is delegated through the Superintendent.

The Superintendent is accountable to the Minister of Education and Child Care and is bound to ensure compliance with all legal, fiscal and regulatory statutes and requirements in British Columbia.

The Superintendent is also charged with engaging with multiple partner groups and rights holders to inform the operations of the district and support the decision making of the board.

The Superintendent will:

1. Student Learning and Wellness

- 1.1 Provide students with opportunities to meet educational standards set by the Ministry of Education and Child Care.
- 1.2 Foster safe and caring environments conducive to student well-being and learning.
- 1.3 Ensure that learning environments promote the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- 1.4 Review relevant data to monitor district performance and identify goals.
- 1.5 Ensure facilities accommodate the diverse needs of the student body.

2. Fiscal Responsibility

- 2.1 Ensure that the fiscal management of the District is in accordance with statutory requirements and Board policy.
- 2.2 Provide the Board with a recommended annual and amended budget that aligns with the strategic plan.
- 2.3 Allocate resources in accordance with the annual budget approved or amended by the Board.

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- 2.4 Ensure the district operates in a fiscally and ethically responsible manner, including adherence to generally accepted accounting principles.
- 2.5 Evaluate programs and services in an ongoing way to inform resource allocation.
- 2.6 Engage with district partners, rights holders and community members in budget processes.

3. Superintendent/Board Relations

- 3.1 Maintain an effective working relationship with the board, characterized by honest and open communication, trust and respect.
- 3.2 Ensure all trustees are informed by the same, impartial information when members perform their role.
- 3.3 Uphold the Board's governance roles and responsibilities, as defined in legislation and Board policy.
- 3.4 Support the professional development of the Board.
- 3.5 Inform and update the Board through educational and financial information reports, meetings and other forms of communication.
- 3.6 Provide an onboarding process for new trustees to ensure continuity of governance.
- 3.7 Maintain Board work plans and timelines.
- 3.8 Attend all Board meetings and make recommendations on matters requiring Board action by providing accurate information and reports as needed to ensure informed decisions.

4. Policy And Governance

- 4.1 Provide leadership and assistance in the planning, development, implementation and evaluation of Board policies.
- 4.2 Develop and keep current an Administrative Procedures Manual that is consistent with Board policy and other statutory rules and regulations. Inform the Board when there are changes to Administrative Procedure.
- 4.3 Ensure compliance with the legal framework in which the district operates and support the Board in meeting their statutory requirements.
- 4.4 Inform the Board of pertinent legislative changes and their impact on the district.

5. Strategic Planning and Reporting

- 5.1 Assist the board in developing the district strategic plan.
- 5.2 Implement the approved strategic plan and support regular discussion, reporting and evaluation of strategic objectives.
- 5.3 Provide the board with data and monitoring reports that measure district progress in relation to the strategic plan and priorities of the board.

6. Human Resource Management

- 6.1 Ensure all personnel-related matters align with legislation, collective agreements, and Board policy.
- 6.2 Promote collaborative professional leadership and respectful human relationships.
- 6.3 Implement a system for staff evaluation, feedback and identification of growth areas.
- 6.4 Define staff roles and responsibilities within the district.
- 6.5 Gather feedback on staff satisfaction and engagement to inform continuous improvement of district culture.

7. Organizational Leadership and Management

- 7.1 Ensure compliance with all legal, Ministerial and Board mandates and timelines.
- 7.2 Develop processes for gathering, analyzing and using data for decision-making.
- 7.3 Review, modify and maintain an organizational chart which accurately delineates lines of authority and responsibility.
- 7.4 Facilitate meaningful professional development activities for staff to ensure the excellence, efficacy, and relevance of current educational practice.
- 7.5 Develop and maintain a plan for leadership continuity.

8. Ethical Leadership Practices and Values

- 8.1 Practice leadership in a manner that is viewed positively and has the support of those with whom they work.
- 8.2 Integrate a distinctions-based approach to Indigenous worldviews in district operations.

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- 8.3 Model positive values, ethics and moral leadership.
- 8.4 Facilitate meaningful collaboration built on trust, honesty and respect.

9. Communications and Community Relations

- 9.1 Establish and maintain good relations with students, parents/ guardians/ caregivers, staff, First Nations, Rights holders, and community members and organizations.
- 9.2 Visit schools and other district sites to maintain connection with district staff needs and accomplishments.
- 9.3 Liaise with post-secondary educational institutions, including the University of the Fraser Valley.
- 9.4 Develop and maintain positive and effective relations with provincial and regional government departments and agencies.
- 9.5 Serve as a spokesperson for the District, in consultation with the Board Chair, to keep the District's messages consistent and accurate.