



Policy No. 108

ROLE OF THE SUPERINTENDENT

POLICY STATEMENT

The Board of Education of School District 87 (Stikine) designates the Superintendent of Schools as its Chief Executive Officer (CEO). Under the general direction of the Board, the Superintendent shall be responsible for the overall organization and administration of the School District and remains solely accountable to the Board for its effective operation. The Superintendent shall supervise and evaluate all educational programs and ensure compliance with legislative requirements. The Superintendent shall be responsible for the implementation of Board policies and is accountable to the Board for the District's performance and the achievement of its strategic goals.

All Board authority delegated to the staff of the District shall be delegated through the Superintendent.

GUIDING LEGISLATION/REGULATION

- *School Act; Section 22*
- *Ministry of Education and Child Care - School Regulation 265/89; Section 1*

REGULATION

The Superintendent of Schools shall:

1. Student Welfare

- Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
- Ensure the safety and wellbeing of all students while participating in school programs or while being transported to or from school programs on transportation provided by the District.
- Ensure the facilities adequately accommodate students.

2. Educational Leadership

- Provide leadership in all matters relating to education and ensure that appropriate educational leadership is provided throughout the District.
- Implement directions established by the Ministry and make the Board aware of any instance where this direction is not consistent with Board direction.
- Engage in professional development activities to ensure currency in education practice.

3. Fiscal Responsibility

- Structure appropriate procedures for the development of the District's Annual Budget and provide the Board with a recommended annual operating budget, including capital expenditures as may be required.

- b. Ensure that the adopted budget is administered appropriately and provide periodic statements of revenues and expenditures to the Board.
- c. Ensure the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

4. Personnel Management

- a. Have 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, legislation or collective agreements.
- b. Promote at all times a high standard of professional leadership, effective human relationships, and a spirit of educational advancement throughout the District.
- c. Monitor and improve the quality of instruction and the performance of all.

5. Policy / Administrative Procedures

- a. Proactively facilitate the planning, development, implementation and evaluation of Board policies.
- b. Provide leadership in the development, implementation, evaluation and editing of administrative procedures and ensure the Board and staff are made appropriately aware of all adjustments as required.

6. Superintendent / Board Relations

- a. Establish and maintain positive professional working relations with the Board.
- b. Respect and honor the Board's role and responsibilities and facilitate the implementation of that role as defined in Board ***Policy No 103 – Role of the Board of Education***.
- c. Keep the Board informed through appropriate monitoring reports which focus on governance implications of developments within the District.

7. Planning and Reporting

- a. Lead the development, implementation and evaluation of the District's Strategic Plan. This includes facilitating the Board's role in establishing the vision, identifying priorities, and granting final approval of the process, timelines, and outcomes.
- b. Issue a formal report annually on the District's progress toward the goals and key performance indicators identified in the Strategic Plan.
- c. Lead the process for defining District directions to ensure that department and school-level goals are aligned with Board-approved priorities.
- d. Keep the Board informed of the District's on-going progress towards achieving strategic milestones by providing informal monitoring reports at each regular Board meeting.

8. Organizational Management

- a. Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.
- b. Report to the Minister with respect to matters identified in and required by the *School Act*.

9. Communications and Community Relations

- a. Take appropriate actions to ensure positive external and internal communications are developed and maintained.
- b. Develop and maintain positive and effective relations with the local first nations, and other provincial and regional government departments and agencies.
- c. Give continuing and regular attention to the promotion of good relations with staff and public, and act as the-Board's spokesperson as required on District matters in concert with the Chair.

10. Leadership Practices

- a. Practice leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out the directives of the Board and the Minister.

The Boards's annual evaluation of the Superintendent will measure performance against their core responsibilities, the realization of Strategic Plan Goals, and any other criteria as mutually agreed upon by the Board and the Superintendent.

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