



POLICY 10: THE ROLE OF THE SUPERINTENDENT OF SCHOOLS

The Superintendent is the chief executive officer of the Board and the chief education officer of the Division. The Superintendent reports directly to the Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to staff is delegated by the Superintendent.

In order to meet the requirements of the Education Act, the mandate of trust given them by the Catholic electorate in the Division and the duty to deliver a Catholic educational program in conformity with the Bishop's direction, the Board will hire a Superintendent of Catholic faith to serve as the Board's Chief Executive Officer.

The role of the Superintendent shall be focused in the following areas of responsibility:

1. Faith Leadership

- 1.1 Models involvement in a Catholic faith community.
- 1.2 Ensures celebration of Division Catholicity.
- 1.3 Develops and maintains positive and effective relations with the Bishop(s).
- 1.4 Ensures students and staff are provided opportunities for spiritual development within the Division.
- 1.5 Follows a lifestyle and deportment in harmony with Catholic teachings and principles.
- 1.6 Ensures schools maintain a distinctive Catholic identity.
- 1.7 Encourages staff to participate in and support Catholic functions in the parish where they reside.

2. Student Learning

- 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 or exceed the standards of education set by the Minister.
- 2.3 Provides leadership in education policies established by the Minister and the board.
- 2.4 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- 2.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- 2.6 Supports the Board in its use of natural person powers to enhance learning opportunities for students.

3. Fiscal Responsibility

- 3.1 Ensures the fiscal management of the division is in accordance with the terms or conditions of any funding received by the Boards under the *Education Act* or any other applicable act or regulation.
- 3.2 Ensures the division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the preparation and the presentation of the budget for adoption by the Board.
- 3.4 Ensures the Board has current and relevant financial information.
- 3.5 Directs the preparation of the Three-Year Capital Plan for Board approval.
- 3.6 Ensures that all allowances for expenditures and procedures for claims are applied consistently between trustees and central administration office personnel.

4. Personnel Management

- 4.1 Gives preference in the hiring of staff to qualified practicing Catholics.
- 4.2 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.
- 4.3 Monitors the performance of staff and ensures appropriate evaluation processes are in place.
- 4.4 Provides for and ensures board representation is involved and participates in the interviews for the selection of positions as stipulated by Policy 12: Recruitment and Selection of Personnel.
- 4.5 Provides for purposeful recognition and affirmation of staff.
- 4.6 Ensures the coordination and integration of human resources within the Division.
- 4.7 Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.
- 4.8 Survey organizational culture using an annual Human Resources survey.

5. Superintendent/Board Relations

- 5.1 Engages in and maintains positive, professional working relations with the Board.
- 5.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 5.3 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 and, provides comprehensive reports for significant changes or new initiatives as are needed to ensure the making of informed decisions.
- 5.4 Provides the information and counsel which the Board requires to perform its role.
- 5.5 Keeps the Board informed on sensitive issues in a timely manner.
- 5.6 Attends, and/or designates, administrative attendance at all committee meetings.
- 5.7 Demonstrates respect, integrity and support, which is conveyed to the staff and community.
- 5.8 Brings a recommendation to the Board on all items that require a Board decision.

- 5.9 Advises the Board Chair, and/or Vice-Chair, as soon as possible of any potential legal action and/or litigation that may be brought before the Board.

6. Strategic Planning and Reporting

- 6.1 Leads a generative strategic planning engagement process which includes the development of division goals, budget, facilities and transportation plans and implements plans as approved.
- 6.2 Involves the board in the areas of process and timelines, consultation and final approval.
- 6.3 Reports regularly on results achieved.
- 6.4 Develops a report on the Annual Education Results for Board approval.
- 6.5 At monthly board meetings provide a superintendent report in alignment to the RDCRS Division Education Plan.
- 6.6 Provides a quarterly report on the Board of Trustees strategic plan.
- 6.7 On an annual basis the Trustees will receive operations and budget reports regarding the Transportation, Communications, Maintenance and Information Technology departments.

7. Organizational Management

- 7.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 7.2 Prepares and presents an annual compliance report.
- 7.3 Reports to the Minister through the board with respect to matters identified and required by the *Education Act* and provincial legislation.
- 7.4 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 7.5 Builds an organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Leadership Practices

- 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly.
- 8.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.
- 8.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty and respect.

9. Policies and Administrative Procedures

- 9.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
- 9.2 Develops and keeps a current Administrative Procedure Manual that is consistent with Board policy and provincial regulations, policies and procedures.

- 9.3 Ensures changes to the *Policy Handbook* and *Administrative Procedures Manual* are posted on the website in a timely manner.

10. Student Wellness

- 10.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 10.2 Ensures the safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
- 10.3 Ensures the facilities adequately accommodate Division students.
- 10.4 Acts as, or designates, the local attendance officer for the Division.
- 10.5 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment.

11. Communications and Community Relations

- 11.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 11.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 11.3 Maintains effective relationships within the system and the community served by the system.
- 11.4 Maintains a list of community events that trustees may be interested in participating in.
- 11.5 Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 11.6 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

12. Specific Responsibilities

- 12.1 Provide recommendations to the Board for the establishment of, or change to school catchment areas for Division schools.
- 12.2 Other duties as assigned by the Board.

Legal Reference: Section 8, 33, 35.1, 51, 52, 222 Education Act
Freedom of Information and Protection of Privacy Act
Truth and Reconciliation Commission Calls to Action
Superintendent Leadership Quality Standard

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