Superintendent of Schools/CEO Roles and Responsibilities Policy

6320 | Superintendent of Schools/CEO Roles and Responsibilities Policy

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The Board recognizes the need for one person to have the overall responsibility for the management of the school district in order to provide leadership and oversight.

Therefore, the Board designates the Superintendent of Schools as the Chief Executive Officer and delegates to the Superintendent of Schools/CEO responsibility for overall administration of the district.

The Superintendent of Schools/CEO is responsible for providing reports which focus on governance implications and is accountable to the corporate Board for the conduct, management and operation of the district, for providing leadership in administration and instructional programs and for ensuring compliance with legislative requirements and statuses.

All Board authority delegated to the staff of the district is delegated through the Superintendent of Schools/CEO, except for matters that are delegated to the Secretary-Treasurer through legislation or the decision of the Board.

Specific areas of the Superintendent of Schools/CEO's responsibility are:

The Superintendent of Schools/CEO is the Lead Educator in the district. The Superintendent/CEO is accountable to the Board of Education for the general management of the affairs of the district, for providing educational leadership and for implementing approved policies and programs to ensure the attainment of the objectives established by the Ministry of Education and Child Care and Board. In addition, the Superintendent/CEO plays a key role in advising the Board and recommending actions to address current and emerging issues.

The Superintendent/CEO advances the district's ability to find innovative and collaborative ways to improve and enhance the programs and initiatives of the district, while staying focused on a cohesive vision as articulated by the learning community. The Superintendent/CEO promotes the school district to the broader community and works collaboratively to engage all partners.

It is the role of the Superintendent of Schools/CEO to:

1. Student Welfare

1. Establish a safe, caring and orderly learning environment that supports the general well-being of all students.
2. Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation authorized by the school district.
3. Ensure facilities adequately accommodate students.

2. Student Learning

2.1 Provide leadership in all matters relating to the operation of the district.

2.2 Ensure student have the opportunity to meet the standards of education as set out by the Ministry of Education and Child Care.

2.3 Implement policies/direction established by the Ministry of Education and Child Care and make the board aware of any pertinent legislative changes.

2.4 Engage in professional development activities to ensure the excellence, efficacy, and relevance of current educational practices, including computer & related digital technologies.

3. District Vision and Planning

3.1 Recommend to the Board of Education revisions and refinements to the district's vision and mission to ensure they continue to address the educational and administrative objectives of the district.

3.2 Ensure the strategies identified in the district vision are addressed in a timely and effective manner and is accountable to the Board for meeting the strategic and operating objectives established for the district.

3.3 On an annual basis, submit to the Board of Education an analysis of progress in achieving objectives, sets out rationale for variances and recommends modifications to the district vision for the remainder of the year.

4. District Policies and Programs

4.1 Ensure that the quality of programs, support services, education and research meet the standards established by the Board and the Ministry of Education and Child Care and that all measurement of employee performance is conducted to ensure accomplishment of the objectives of the district vision.

5. Relationships with Rightsholders and Partners

5.1 Develop effective relationships with all agencies, organizations and institutions with common interests with the district, including:

5.1.1 Government of British Columbia

Support the Board in maintaining effective relationships at the political level and ensure the district, through the Superintendent of Schools/CEO, has a strong and effective working relationship with senior officials in the Ministry of Education and Child Care.

5.1.2 Education-Related Organizations

5.1.2.1 Work in a cooperative manner with other organizations committed to ensuring the public education system is responsive to the needs of the people of the Prince Rupert School district, including:

- Prince Rupert Principals' and Vice Principals' Association
- Prince Rupert District Teachers Union
- International Union of Operating Engineers

- DPAC
- BCPSEA; BCSTA; BCPVPA; BCSSA; BCTF
- Affiliated Provincial, National and International Organizations

5.1.3 Media and Community Relations

5.1.3.1 Maintain and enhance the district's public image by supporting the Board of Education in developing strategies and approaches for dealing with the media and the community at large, ensuring that the district has a clear and positive profile.

5.1.3.2 Perform other duties as assigned, from time to time, by the Board of Education.

5.1.3.3 Ensure the Board is kept current on all activities of the district by preparing reports on operations, including financial, educational policy and personnel issues, as well as other important issues facing the district.

5.1.3.4 Develop and present recommended courses of action and alternatives to the Board for its consideration.

5.1.4 Board of Education

Ensure each member of the Board of Education has all the information necessary to properly exercise their responsibilities. Upon the election of each new Board member, the Superintendent/CEO will coordinate a program to provide new members with background information on the district, the role of the Board members and the general issues facing the district at that time.

6. Developments in Education

6.1 Keep up to date on developments in the field of education in order to ensure the Board has the best possible information to address and consider emerging issues.

7. Financial and Administrative Management

7.1 Oversee the development and implementation of effective financial and administrative systems and ensure that the financial resources of the district are maximized and within the objectives, policies, plans and budgets established by the Board of Education.

8. Leadership Role

8.1 Provide leadership in support of members of the Board of Education in identifying and addressing issues of concern in education and in building understanding and developing consensus around positions and actions to be taken by the district.

8.2 Provide leadership to the employees of the district in order to capitalize on their full potential. In doing so, will stimulate, motivate, guide and direct all district staff to contribute their maximum to the realization of the district's goals and objectives.

9. Organization and Management of Staff

9.1 Develop and maintain an organization structure for the staff of the district that ensures these resources are directed towards accomplishing the objectives laid out in the district vision.

9.2 Ensure an effective recruitment and selection program is in place to continue to attract high calibre staff.

9.3 Ensure the establishment of a clear definition of the responsibility of each employee, the ongoing management, direction and motivation of the staff.