

## **ROLE AND DUTIES OF THE SUPERINTENDENT OF SCHOOLS**

The role of the Superintendent of Schools is that of educational leader in the Division.

The Superintendent shall work under the authority of the School Division Board and as part of a Divisional Administrative Team. The Superintendent's function shall be to assist the Board and the schools to develop and maintain an educational program that will meet the overall objectives of the Division and the needs of the individual students insofar as the resources of the Division will allow.

The Superintendent shall be responsible for the overall educational organization of the Division, for leadership in educational planning and development, for staff selection, placement, and performance in the areas under his jurisdiction, and for general supervision of the operation of the schools in the Division.

In fulfilling this role the Superintendent shall work jointly with the Secretary-Treasurer. He shall inform the Board of the educational needs of the Division, and recommend policies or procedure that will assist in meeting these needs. He will interpret and seek to implement the instructions and policies of the Board and the requirements of the Department of Education and Training.

The duties of the Superintendent are controlled by the Board and the needs of the Division.

Without in any way restricting the generality of the position the powers and duties of the Superintendent of Schools shall include:

1. To provide leadership in planning and developing an educational system that will meet the established goals of the Division. Curricula content, staff allocation, capital facilities, school sites, student needs, and educational equipment should all be considered in this regard.

To keep the Board informed as to the effectiveness of it's present policies in relation to the educational goals of the Division, and to recommend the revision of old or the formulation of new policy.

To propose short and long term objectives for the school division to the Board of Trustees.

2. To keep abreast of general developments in the field of education and bring to the attention of the Board of Trustees, principals, and teachers those of significance for the school division.
3. To co-ordinate together with the Secretary-Treasurer the activities of all departments of the Division.

4. To have general charge of all division facilities, of all educational programs and activities of the division, and of all employees involved in the educational activities including the Co-ordinator of Student Services and Clinicians, School Principals, Teachers, Teacher Assistants, and School Secretaries.
5. To interpret Board policies and decisions to the staff of the school division and to members of the community and to develop guidelines and procedures to ensure their implementation.
6. To assist the principals and the Co-ordinator of Student Services in developing the organization and program of their schools or special areas, and to monitor and oversee these programs.
7. To spend time in the schools, visiting classrooms and maintaining communication with division employees.
8. To employ, within the establishment and budgetary limits set by the school board, necessary staff except senior officers and employees holding administrative or supervisory positions; or to accept resignations except for administrative or supervisory positions.
9. To assist the Secretary-Treasurer and the Chairman of the Board to prepare detailed agendas for regular and special meetings of the Board of Trustees.
10. To attend all meetings of the Board except where his/her own tenure, salary and efficiency are under consideration or unless excused by the Board.
11. To hold meetings with principals on a regular basis and with other employee groups, as conditions may warrant or demand.
12. To be responsible for in-service education and staff development.
13. To maintain open channels of communication with the Board members, other division employees, parents, and the general public.
14. To develop and foster a sound program of public relations for the division.
15. To vigorously foster school/home and school/community co-operation.
16. To maintain a professional relationship with fellow administrators through professional organizations such as M.A.S.S. and maintain lines of communication with the Department of Education and those organizations involved with public school education in the Province.

17. To keep the Board and the staff of the school division informed of Departmental regulations and to recommend possible courses of action to comply with these regulations.
18. To work with the Secretary-Treasurer in the preparation of the annual budget of the division.
19. To maintain procedures for the evaluation of the work of staff involved in the educational program as outlined by Board policy.
20. To evaluate the work of school administrators and the Co-ordinator of Student Services.
21. To act as the Board's agent in matters of staff discipline.
22. To recommend to the Board any dismissal or any reduction in the employment time of personnel under his jurisdiction.
23. To participate in activities relating to the negotiation, interpretation and administration of contractual agreements, collective agreements, and policies governing conditions of employment for all employees under his jurisdiction.
24. To receive and deal with complaints from staff or parents concerning educational matters and to convey these to the Board if necessary.
25. To suspend any pupil(s) subject to the restrictions made under the Public Schools Act or Departmental Regulations.
26. To perform other duties as may be assigned from time to time by the Board.

Evaluation:

The Superintendent shall meet annually with the Board at a special meeting to discuss the Superintendent's Work Plan and to receive verbal feedback as to the Superintendent's performance. The Superintendent shall receive a written evaluation by the Board at least once every two years.

Approved March 19, 1991  
Reviewed October 18, 1994  
Revised May 18, 2010