

POLICY 1.31 ROLE OF THE SUPERINTENDENT

Background

The Superintendent reports directly to the Board and is accountable for the District's operations and conduct, advising and assisting the Board in developing and implementing strategic goals. The Superintendent ensures compliance with all Ministerial orders and board policies, maintains a safe, healthy, and respectful environment for learning and working, and ensures ethical, fair, and dignified treatment of students, parents, staff, and the public. The Superintendent also promotes lifelong learning and professional growth, aligns short- and long-term planning and resource allocation with student learning, and oversees educational program planning, implementation, and evaluation. All Board authority delegated to the staff of the District is delegated through the Superintendent.

The Superintendent of Schools is the Chief Executive Officer of the Board of Education and the District's educational leader. The Superintendent has specific authority, responsibility, and duties under the [School Act](#) and [School Regulation](#).

Whereas Section 77 of the [Freedom of Information and Protection of Privacy Act](#) of British Columbia requires that the Board of Education name an official corporate head, the Board of Education names the Superintendent of Schools as the official head of the School District for the purposes of the Act.

Specific Areas of Responsibility

1. Leadership Practices

- 1.1. Practices leadership consistent with the District's core values and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board of Education and the Minister of Education and Child Care.

2. Policy/Administrative Procedures

- 2.1. Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- 2.2. Develops and keeps current an Administrative Procedures Manual that is

consistent with Board policy and provincial policies, regulations and procedures.

3. Superintendent/Board Relations

- 3.1. Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 3.2. Provides the information and counsel which the Board requires to perform its role.
- 3.3. 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.

4. Strategic Planning and Reporting

- 4.1. Leads the development and implementation of the strategic planning process.
- 4.2. Works closely and collaboratively in the development of the Board's [Strategic Plan](#) (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
- 4.3. Reports annually, at a minimum, on accountability measures.

5. Educational Opportunities

- 5.1. Vision:
 - 5.1.1. An innovative, inspiring and unified learning community.
- 5.2. Goal:
 - 5.2.1. Accomplish the objectives of the Framework for Enhancing Student Learning.

6. Student well-being

- 6.1. Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- 6.2. Ensures the safety and welfare of students, both physically and emotionally, while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 6.3. Ensures the facilities safely accommodate District students.

7. Community Partnerships

- 7.1. Vision:
 - 7.1.1. The Superintendent will work with community partners to help each student reach their full potential.
- 7.2. Goal:
 - 7.2.1. To strengthen relationships and communication with community groups while providing opportunities for students to contribute to the community.
 - 7.2.2. Demonstrate a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.

- 7.3. The Superintendent will maintain and strengthen relationships with Local Rights Holders and Education Governance Partners, including First Nations, Local Education Agreement partners, Metis, and Indigenous Education Councils, ensuring that commitments to Truth and Reconciliation are operationalized through shared decision-making, accountability, and improved outcomes for Indigenous Learners.

8. Finance & Facilities Planning

- 8.1. Vision:
 - 8.1.1. The Superintendent will utilize financial resources and School District facilities to support and improve student achievement.
- 8.2. Actions:
 - 8.2.1. Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the [School Act](#) or any other Act or regulation.
 - 8.2.2. Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
 - 8.2.3. Prepares and presents a budget which reflects Board priorities.
 - 8.2.4. Ensures the Board has current and relevant financial information.

9. Human Resources

- 9.1. 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.
- 9.2. **Vision**
 - 9.2.1. The Superintendent will continue to create a supportive and positive culture with employees to enhance both individual and collective influence on student achievement.
- 9.3. **Goals**
 - 9.3.1. Be proactive and innovative in attracting and retaining exemplary staff.
 - 9.3.2. Establish and maintain equity and diversity in hiring.
 - 9.3.3. Promote and support the physical, emotional and mental well-being of all school district staff in a respectful and safe working environment.
 - 9.3.4. Promote excellence in best practice for all employee groups through ongoing professional development.
 - 9.3.5. Effectively communicate with our Rights Holders, communities, staff, parents/caregivers, and Stakeholders with respect to the District [website](#).