

Superintendent of Schools/ Chief Executive Officer

Policy No. 200.1

The Superintendent of Schools/Chief Executive Officer (CEO) shall be accountable to the Board of Education, School District No. 91 (Nechako Lakes), for the operation, supervision and management of the School District. As such, the CEO assumes full responsibility and authority for the implementation of the policies of the Board.

The Superintendent of Schools/Chief Executive Officer's work is carried out within the guidelines of Board Policy, provisions of the *School Act* and Regulations, Ministry requirements, and principles of sound management and effective relationships.

The Superintendent of Schools, as Chief Executive Officer of the Board:

1. Attends and participates in meetings of the School Board and its committees.
2. Prepares and submits to the Board recommendations and alternatives relative to all matters requiring Board action, placing before the Board all relevant and helpful facts, information and insights needed by the Board in order to make informed decisions.
3. Keeps the Board informed of all programs, practices and problems of the schools and informs the Board of all activities operating under the Board's authority.
4. Advises the Board on the need for new/revised policies and ensures all Board policies are implemented.
5. Responsible for the preparation of the annual School District budget and for the implementation of the approved budget.
6. Recruits and nominates for employment the best qualified teachers, supervisory, administrative and support staff, assigns and transfers employees as the best interests of the District may dictate and reports such assignments and transfers to the Board.
7. Reports to the Board the case of any instructional employee whose service is unsatisfactory, and recommends appropriate action.
8. Informs the School District community, through written and oral communication to the public, of matters relating to education practices and trends and the policies, practices and problems of the District.
9. Keeps abreast of modern educational thought and the associated relevant literature in order to maintain educational curricula, programs and courses of study which are current and progressive.

10. Makes recommendations to the Board for its adoption of all courses of study, curriculum guides and major changes in texts and school time schedules.
11. Makes recommendations to the Board on all matters relating to location, size and plans for new school sites and buildings as well as for improvements to existing plants.
12. Is responsible for the maintenance of adequate records, financial and business accounts, personnel and pupil records, all titles, deeds and other papers belonging to the Board.
13. Is responsible for making recommendations to the Board regarding transportation of pupils and is responsible for providing suitable instructions regarding the safe use and care of school property.
14. Attends (or delegates attendance at) all meetings of local agencies where matters referring to public education appear on the agenda or are likely to arise.
15. Through sound personnel management and implicit respect for all subordinates is able to maintain a mutually supportive climate of labour relations.
16. Is familiar with the duties and responsibilities of the Superintendent of Schools as set out in the *School Act*, its Regulation, ministerial orders and any changes that might occur from time to time.
17. Maintains open lines of communication with schools and their communities.
18. Performs additional duties/tasks as required by the School Board, the *School Act*, and/or the B.C. Minister of Education.