

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.~~

General

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

The Superintendent / Chief Executive Officer's work is carried out within the guidelines of Board policy, the School Act and Regulations, Ministerial Orders, and principles of sound management and effective, respectful relationships.

The Board designates the Superintendent as the Chief Executive Officer of the Board and recognizes the need for one (1) person to be responsible for the coordinated leadership and administration of the District.

Delegation of Authority

The Board delegates to the Superintendent responsibility for overall effective administration of the District. The Superintendent ensures that leadership is the shared responsibility of everyone within the organization and builds leadership capacity within a team-oriented, collaborative environment. The Superintendent provides reports to the Board that focus on governance implications and is accountable to the corporate Board for the conduct and operation of the District and for ensuring compliance with legislative requirements. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Responsibilities of the Superintendent

The Superintendent of Schools / Chief Executive Officer shall:

1. Board Relations, Governance and Advice

- a. Establish and maintain positive, professional working relations with the Board.
- b. Respect and honour the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
- c. Attend and participate in meetings of the Board and its committees.
- d. Prepare and submit recommendations, background information, options, and professional advice on matters requiring Board action.
- e. Keeps the Board informed of all District matters, especially controversial and/or highly sensitive issues, in a timely and appropriate manner.
- f. Provides leadership in the planning, development, implementation and evaluation of Board policies.

- g. Demonstrates mutual respect and support, which is conveyed to the staff and community, including Indigenous communities and First Nations on whose traditional territories our schools operate.

2. Educational Leadership

- a. Provide leadership in all matters relating to education in the District.
- b. Ensure students in the District have the opportunity to meet the standards of education established by the Minister.
- c. Ensure learning and working environments are safe, caring, inclusive, and respectful. Ensure 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.
- d. Keep abreast of modern educational research, thought, and practice in order to maintain current and effective instructional programs.

3. Strategic Leadership and Reporting

- a. Lead the development of district strategic, operational, facilities, and transportation plans for Board consideration.
- b. Implement plans as approved by the Board.
- c. Ensure the Board is appropriately involved in strategic planning processes.
- d. Report regularly to the Board on progress toward strategic goals and key results.

4. Personnel Leadership

- a. Recruit, employ, assign, transfer, supervise, and evaluate teachers, administrators, and support staff in accordance with legislation, collective agreements, and Board policy.
- b. Promote a collaborative, respectful, and professional organizational culture.
- c. Exercise authority to discipline, suspend, or dismiss employees, subject to legislative and contractual limitations, and report such actions to the Board as required.
- d. Maintain effective labour relations through sound personnel management and respect for employees.

5. Fiscal and Operational Management

- a. Ensure the fiscal management of the District by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or regulation.
- b. Ensure fiscally responsible management of District resources in accordance with funding conditions, legislation, and recognized accounting practices.
- c. Maintain adequate records including financial, personnel, student, and property records.
- d. Make recommendations to the Board regarding facilities, capital planning, transportation, and safe use and care of District property.

- e. Builds an organizational structure and promotes a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

6. Administrative Procedures/Regulations

- a. Develop, maintain, and implement Administrative Procedures/Regulations consistent with Board policy and legislative requirements.
- b. Establish organizational structures and systems necessary for effective District operation.

7. Communications and Community Relations

- a. Maintain open lines of communication with schools and their communities.
- b. Inform the public of matters relating to educational practices, trends, policies, and District operations.
- c. Maintain effective relationships with Indigenous rightsholders, community partners, and other public agencies.
- d. Act as, or designate, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy Act.
- e. In consultation with the Board Chair, serve as spokesperson for the District.
- f. Act as an advocate for the District and for public education.

8. Additional Duties

- a. Attend or delegate representation at meetings of external agencies where matters related to public education may arise.
- b. Remain familiar with duties of the Superintendent as set out in legislation and Ministerial Orders.
- c. Perform additional duties as required by the Board or legislation.