

### **BACKGROUND**

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board and is accountable for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

It is the Board's responsibility to select the Superintendent and entrust the day-to-day management of the school division to the staff through the Superintendent. The Superintendent will carry out the duties assigned to the Superintendent by the Board and through legislation. The Superintendent will oversee the operation of schools and the provision of education programs in the school division.

The Board must appoint as a Superintendent only a teacher who holds or qualifies for a superintendent leadership certificate prescribed by the regulations and issued under the Education Act.

### **GUIDELINES**

#### **1. Educational Leadership**

- 1.1. Provides leadership in all matters relating to education in the Division.
- 1.2. Fosters and creates conditions that promote the improvement of education opportunities and outcomes for all students.
- 1.3. Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly.
- 1.4. Leads the implementation of education policies established by the Minister and the Board.
- 1.5. Approves locally developed courses and reports annually to the Board on these courses.

#### **2. Student Achievement and Well-Being**

- 2.1. Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 2.2. Establishes learning environments that support the development of skills and habits necessary to be a contributing member of society.
- 2.3. Make sure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.4. Leads initiatives to advance student learning and achievement.
- 2.5. Builds organizational capacity to support First Nations, Métis and Inuit student achievement.
- 2.6. Safeguards the safety and well-being of students while participating in school programs and accessing school services.
- 2.7. Ensures facilities are adequately maintained and meet standards of health and safety.

#### **3. Organizational Management**

- 3.1. Develops an organizational structure that fosters a positive culture and delivers effective results.
- 3.2. Ensures a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.

- 3.3. Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 3.4. Reports to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.

#### **4. Operational Oversight**

- 4.1. Provides oversight of the day-to-day operations of the Division and is accountable for all work performed by staff.
- 4.2. 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.
- 4.3. Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
- 4.4. Provides learning and capacity building opportunities to support professional development, growth and advancement.
- 4.5. Ensures the facilities adequately accommodate Division students.
- 4.6. Approves spending of infrastructure maintenance and renewal funds and capital maintenance and renewal funds and reports to the Board annually on the use of these funds.
- 4.7. Implements the requirements of the Occupational Health and Safety Act, including required staff professional development.
- 4.8. Acts as the Head of the organization for the purposes of the Protection of Privacy Act and Access to Information Act.

#### **5. Policy Implementation and Compliance**

- 5.1. Provides expertise, advice, and recommendations to the Board regarding policy creation.
- 5.2. Supports the development, modification, implementation and evaluation of Board policies.
- 5.3. Develops and keeps up to date Administrative Procedures that are consistent with Board policy and provincial legislation, regulations and procedures.
- 5.4. Ensures operations are compliant with policy and administrative procedures.

#### **6. Fiscal Responsibility**

- 6.1. Oversees the fiscal management of the Division in accordance with applicable legislation and the terms or conditions of funding received under the Education Act or any other Act.
- 6.2. Ensures the Division operates with fiscal responsibility, adhering to established accounting procedures and standards.
- 6.3. Directs the preparation and presentation of the divisional budget.
- 6.4. Ensures the Board has current, relevant, timely and accurate financial information.

#### **7. Planning and Reporting**

- 7.1. Supports the development of the Board's Strategic Plan and presents annual report and review of the progress made towards achieving the goals noting areas of success, opportunity and continuous improvement.

- 7.2. Develops and implements operational plans and initiatives in alignment with strategic priorities and operational needs to effectively implement the Board's long-term vision for the division.
- 7.3. Reports regularly to the Board on results achieved and progress made on operational plans drawing connections to the Division's strategic plan.
- 7.4. Prepares the Annual Education Results Report for Board approval and submission to Alberta Education.
- 7.5. Directs the preparation of the Three-Year Capital Plan and submits to Alberta Education.
8. Community Relations
  - 8.1. Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
  - 8.2. Strives to create a high level of satisfaction with the services provided and the responsiveness of the Division.
  - 8.3. Establishes positive and meaningful relationships within the Division and the communities served by the Division.
  - 8.4. Develops and maintains positive and effective relations with provincial and regional government departments and agencies.
  - 8.5. Assists the Board with stakeholder engagements as required.
  - 8.6. In consultation with the Board Chair, acts as spokesperson for the Division for the media and public.
  - 8.7. Acts as an ambassador for the Division.
9. Board Governance
  - 9.1. Respects and honours the Board's governance role and conveys that to the staff and community.
  - 9.2. Provides advice and counsel to the Board.
  - 9.3. Assist the Board in the fulfillment of their role as defined in Board policy and legislation.
  - 9.4. Engages in and maintains positive, professional working relations with the Board.
  - 9.5. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as needed to ensure the making of informed decisions.
  - 9.6. Keeps the Board informed on sensitive issues in a timely manner.
  - 9.7. Attends or delegates administrative attendance at Board committee meetings as required.

#### **Legal Reference:**

- Section 8, 33, 35.1, 51, 52, 222 Education Act
- Superintendent of Schools Regulation 98/2019
- Freedom of Information and Protection of Privacy Act
- Truth and Reconciliation Commission Calls to Action
- Superintendent Leadership Quality Standard

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#### **POLICY 12 – APPENDIX A – SUPERINTENDENT EVALUATION**

1. As the sole direct employee of the Board of Trustees, regular evaluation of the Superintendent/ CEO is an essential Board responsibility.
2. The Board Planning Committee will decide the format and procedure for the annual evaluation.
3. An annual written evaluation of the Superintendent's performance provides for both accountability and growth, and the strengthening of the relationship between the Board and the Superintendent.
4. This evaluation report ensures feedback to the Board is provided regularly. Such feedback will be timely, provided annually, be supported by specific examples and will focus on areas over which the Superintendent has authority.
5. The following characteristics and guidelines will be considered in the formation of the typical annual evaluation. The annual evaluation:
  - 5.1. will typically take place in June of each year;
  - 5.2. highlights the key role of the Superintendent as the Chief Executive Officer for the Division to enhance student achievement and success for all students;
  - 5.3. recognizes that the Superintendent is held accountable for work performed primarily by other senior administrators, e.g. fiscal management;
  - 5.4. emphasizes the need for and requires the use of evidence for evaluation purposes;
  - 5.5. will affirm specific accomplishments and will identify growth areas that may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment; and
  - 5.6. is aligned with and based upon the Superintendent's roles and responsibilities as outlined in the above policy.
6. It is expected that the Superintendent is involved in the evaluation process with opportunities to ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood.
7. This report will be reviewed by the Board in an in-camera meeting and approved by Board motion in a public meeting. A signed copy will be provided to the Superintendent and a second signed copy will be placed in their personnel file held by the Division.