

**Kelsey School Division  
Box 4700  
The Pas, MB R9A 1R4**

**Code: CBA**

## **JOB DESCRIPTION - SUPERINTENDENT**

### **A. Authority**

1. The Superintendent of Schools is the Chief Executive Officer of the school system and shall have, under the direction of the Board and under Board policies, general supervision and management of all the public schools of the Division and of all the personnel and various personnel departments of the school system. The Superintendent is responsible and is accountable to the Board for these matters.
2. The Superintendent is authorized to act when necessary with discretion in matters not covered by Board policy with the understanding that such actions will be reported to the Board as soon as practicable thereafter.
3. The Superintendent delegates to other school personnel the exercise of any powers and the discharge of any duties for which the Superintendent is responsible. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.
4. As the Chief Executive Officer, the Superintendent shall be responsible for the direction and supervision of all other members of the senior administration team and shall delegate authority and responsibility, as is appropriate, for each board-authorized senior administrative position.
5. The Superintendent directly supervises:
  - a) the Secretary Treasurer
  - b) the Administrative Assistant to the Superintendent
  - c) the clinicians (Student Services Coordinator, Speech/Language Pathologist, School Psychologist)
  - d) the principals
  - e) the Attendance Officer
  - f) the Technical Support Analyst

### **B. Role and Responsibilities**

The following elements identify the role and responsibilities of the Superintendent of Schools:

#### **1. Values and Vision [Planning]**

It is the responsibility of the Superintendent to:

- a) assist in establishing and then to maintain a focus on the shared vision of education for the school division

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- b) work with and engage the board in understanding its responsibilities including its vision, its policies in relation to learning, resources management, and policy development.
- c) understand and model appropriate values, showing ethical behaviour, and exercising moral and professional leadership.
- d) provide direction for the division's strategic planning initiatives, including the involvement of relevant constituents in the process
- e) provide information and recommendations to the board to facilitate decision-making.

2. Governance and Policies [Leading, Evaluating]

Within a policy framework that is lawful, respectful of individuals, and understanding to the community at large, it is the responsibility of the Superintendent to:

- a) provide leadership for the effective development and implementation of curriculum, and all aspects of teaching and learning
- b) interpret policies, mandates and requirements in ways that maintain the congruence between vision and practice
- c) focus on the learning and education of all students in the division, including systems to demonstrate achievement
- d) monitor the development, application and revision of divisional policies and procedures to ensure relevance and congruency with divisional values, legislated obligations, and the mandates of the division
- e) provide leadership to promote the welfare and inclusion of division students within the diverse and multicultural context of a public education system and its communities.

3. Professional Practices [Organizing]

To enhance communication and community relations, and foster effective organizational management, planning, teaching and learning, it is the responsibility of the Superintendent to:

- a) establish a framework for teaching and learning for all division students, an appropriate system of assessment to monitor student performance, and to ensure the provision of education is meeting the needs of all students
- b) establish an infrastructure to involve school community members in skilful participation in the work of divisional leadership
- c) ensure collaboration among the division's educational partners (e.g. government departments, community agencies, provincial organizations, post-secondary institutions, etc.)
- d) administer and supervise the educational, financial, personnel, building and maintenance, transportation, and the research and planning functions of the division

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- e) supervise the deployment and management of the division's resources - human, material and financial - in accordance with divisional goals, policies and direction.
- f) develop effective communication strategies and relationships with the various community members
- g) organize and institute a board orientation session after every election and organize an annual board/senior administration planning session