

<b>Section:</b>	<b>District Administration</b>
<b>Title:</b>	<b>Role of Superintendent</b>

## Purpose:

To outline the expectations of the role of the Superintendent

## Policy:

1. **Chief Executive Officer:** The Superintendent is the operational leader of the school district, reporting directly to the Board of Education and serving as the district's spokesperson for operational matters. They are responsible for ensuring the district operates efficiently and effectively to meet its goals.
2. **Student Achievement, Outcomes and Equity:** The Superintendent works to ensure all students have access and opportunity to reach their educational goals by providing a safe, caring, and inclusive learning environment. They focus on promoting equity for Indigenous students, children and youth in care, and students with disabilities and/or diverse abilities.
3. **Working with the Board:** The Superintendent maintains a productive relationship with the Board, providing the Board with information and updates in a timely manner, and prior to public release of information when possible, reporting on the school district's achievement of district goals and the enhancement of student learning. They help new Board members fulfil their roles and support the Board's professional development, highlighting the review of the School District's Equity Scan.
4. **Policies and Laws:** The Superintendent works with the Board to enhance student learning by creating and updating district policies, bylaws, and procedures, ensuring the district follows all laws and regulations. They inform the Board about any important legal changes.
5. **Strategic Planning and Continuous Improvement:** The Superintendent helps the Board develop and implement a strategic plan for the district to enhance student learning. They regularly review student performance data, adjust strategies, and report on progress to Enhance Student Learning.
6. **Communication and Community Engagement:** The Superintendent maintains positive relationships with students, parents, staff, and the community.
7. **Connection with Schools:** The Superintendent visits schools to stay connected to the educational environment.
8. **Leadership:** The Superintendent leads the district in a respectful and trustworthy manner. They ensure the district's operations include Indigenous worldviews and values.
9. **Diversity, Equity, and Inclusion:** The Superintendent is responsible for advancing Diversity, Equity, and Inclusion legislation, policies, and plans with cultural humility and sensitivity to all.

10. **Fiscal Responsibility:** The Superintendent is responsible for the district's budget, ensuring funds are spent wisely and according to Provincial legislation and regulations, following Board direction. They also involve the community in budget decisions.
11. **Human Resources:** The Superintendent oversees all staff-related matters, ensuring staff follow laws and agreements. They promote a positive work environment and encourage staff development and continuous learning.
12. **Supervision and Direction:** The Superintendent has general supervision and direction over all staff in the district. They are responsible for improving student achievement, organizing and evaluating educational programs, and managing school operations.
13. **Professional Development:** The Superintendent supports ongoing professional development, including the review of the District's Equity Scan, and the District's Equity, Diversity, and Inclusion policy for all staff, to maintain high standards of teaching and learning.
14. **Clear Objectives and Reporting:** The Superintendent is responsible for setting clear, measurable objectives for student achievement and reporting on these objectives annually to ensure accountability.

**Date of Original Board Approval:** February 2009

**Date Amended:** Approved in principle, May 20, 2025  
September 23, 2025

*Legal Reference:* School Act, Section 22