

<i>Policy Manual</i>	CODE: Policy 18 TITLE: Superintendent of Schools/CEO Roles and Responsibilities APPROVED: May 26, 2009 AMENDED/REVIEWED: May 24, 2022
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LEGAL REFERENCE: Education Act, S.A. 2021 E-0.3; Sec. 222(1-7); Superintendent Leadership Quality Standard	

Policy

The Superintendent of Schools (the Superintendent) is the Chief Education Officer of the Grande Prairie Public School Division (the Division) and the Chief Executive Officer of the Board of Trustees of the Division (the Board). The Superintendent reports directly to, and is accountable to, the Board and the Minister of Education (the Minister) for the conduct and operation of the Division.

In discharging their duties, the Superintendent shall adhere to the guiding principles adopted by the Board in Policy 1: Mission and Guiding Principles and shall demonstrate in their professional practice the competencies identified in Alberta's Superintendent Leadership Quality Standard. The Superintendent will carry out such duties as may be assigned from time to time by the Board pursuant to Policy 10: Board Delegation of Authority. The Superintendent may delegate portions of his/her duties to other employees of the Division.

Guidelines

The specific areas of responsibility as assigned to the Superintendent by the Board include:

1. Student Welfare

The Superintendent shall:

- 1.1 ensure the safety and welfare of students while participating in school programs and while being transported by Division transportation;
- 1.2 ensure that appropriate procedures are in place for the management of critical events and emergencies;
- 1.3 act as, or designate, an attendance officer for the Division; and
- 1.4 act as, or designate, a student discipline officer for the Division.

2. Leadership

The Superintendent shall:

- 2.1 adhere to and fulfill the requirements of the Superintendent Leadership Quality Standard;
- 2.2 provide leadership in all matters relating to education in the Division;
- 2.3 ensure students in the Division have the opportunity to meet the standards of education set by the Minister and the Board. Implement education policies established by the Minister and the Board; and

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2.4 ensure staff have a high level of satisfaction with the leadership provided by the Superintendent.

3. Personnel Management

The Superintendent shall:

- 3.1 have overall authority and responsibility for all personnel-related issues except those matters precluded by the *Education Act* and Board policy;
- 3.2 provide leadership in the supervision and evaluation of administrators, teachers and other staff;
- 3.3 administer the Division's staff in a manner that ensures that educational and administrative functions are carried out effectively;
- 3.4 ensure a welcoming, caring, respectful and safe work environment; and
- 3.5 establish effective staff recruitment and retention plans.

4. Fiscal Management

The Superintendent shall:

- 4.1 ensure the fiscal management of the Division by the Associate Superintendent of Business Services is in accordance with the terms or conditions of any funding received or allocated by the Board under the *Education Act* or any other *Act*.

5. Policy Leadership

The Superintendent shall:

- 5.1 provide leadership in the development of Board policies, regulations and administrative procedures; and
- 5.2 consult with the Board to identify stakeholders and facilitate stakeholder involvement in policy development.

6. Superintendent/Board Relations

The Superintendent shall:

- 6.1 recognize and respect the Board's role and responsibilities;
- 6.2 maintain professional working relations with the Board by keeping the Board informed of all Division matters, especially controversial and/or highly sensitive issues, in a timely manner; and
- 6.3 Provide the Board with information which the Board requires to perform its role.

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7. Planning

The Superintendent shall:

- 7.1 in conjunction with the Board, develop and implement the planning process including the development of short-term and long-term strategic priorities and key results in relation to the Division Education Plan, Capital Plan and Budget; and
- 7.2 report regularly on progress towards and results achieved with respect to the Division's goals and priorities identified in 7.1.

8. Organizational Management

The Superintendent shall:

- 8.1 demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines;
- 8.2 report to the Minister with respect to matters identified and required by the *Education Act*; and
- 8.3 develop, maintain and communicate administrative procedures that are consistent with Board and provincial policies, regulations, and procedures.

9. Communications and Community Relations

The Superintendent shall:

- 9.1 ensure open, transparent and positive external and internal communications are developed and maintained;
- 9.2 keep the Board informed through the provision of appropriate monitoring reports; and
- 9.3 ensure parent(s)/guardian(s) have a high level of satisfaction of the services provided and the responsiveness of the Division.