

<p style="text-align: center;"><i>Policy Manual</i></p> <p>PAGE: 1 of 3</p>	<p>CODE: Policy 18 TITLE: Superintendent of Schools/CEO Roles and Responsibilities APPROVED: May 26, 2009 AMENDED/REVIEWED: Dec 13, 2011, January 27, 2015</p>
<p>LEGAL REFERENCE: School Act 2000; Sec. 113 (1 – 7)</p>	

Policy

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

All Board authority delegated to the staff of the District is delegated through the Superintendent. The Superintendent in discharging his/her duties shall adhere to the guiding principles adopted by the Board in Policy 1. In addition to the specific areas of responsibility, the Superintendent will carry out such duties as may be assigned from time to time by the Board.

Guidelines

The specific areas of responsibility as assigned to the Superintendent by the Grande Prairie Public School District Board of Trustees include:

1. Student Welfare

The Superintendent shall:

- 1.1 Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on approved 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 District; and
- 1.4 Act as, or designate, a student discipline officer for the District.

2. Leadership

The Superintendent shall:

- 2.1 Provide leadership in all matters relating to education in the District;
- 2.2 Ensure students in the District 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;
- 2.3 Practices leadership in a manner that is viewed positively and has the support of the Grande Prairie Public School District staff in carrying out the directives of the Board and the Minister; and

<p><i>Policy Manual</i></p> <p>PAGE: 2 of 3</p>	<p>CODE: Policy 18 TITLE: Superintendent of Schools/CEO Roles and Responsibilities APPROVED: May 26, 2009 AMENDED/REVIEWED: Dec 13, 2011, January 27, 2015</p>
<p>LEGAL REFERENCE: School Act 2000; Sec. 113 (1 – 7)</p>	

2.4 Develop and maintain positive and effective relations with the community and with provincial and regional government departments and agencies.

3. Personnel Management

The Superintendent shall:

- 3.1 Have overall authority and responsibility for all personnel-related issues except those matters precluded by Board policy;
- 3.2 Provide leadership in the supervision and evaluation of administrators, teachers and other staff;
- 3.3 Staffs the organization in a manner that ensures that educational and administrative functions are carried out effectively;
- 3.4 Ensure a 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 District 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 *School 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 school District 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.

<p><i>Policy Manual</i></p> <p>PAGE: 3 of 3</p>	<p>CODE: Policy 18 TITLE: Superintendent of Schools/CEO Roles and Responsibilities APPROVED: May 26, 2009 AMENDED/REVIEWED: Dec 13, 2011, January 27, 2015</p>
<p>LEGAL REFERENCE: School Act 2000; Sec. 113 (1 – 7)</p>	

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 District Education Plan, Capital Plan and Budget; and
- 7.2 Report regularly on progress towards and results achieved with respect to the District's goals and priorities identified in 7.1.

8. Organizational Management

The Superintendent shall:

- 8.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines. Reports to the Minister with respect to matters identified and required by the *School Act*; and
- 8.2 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 District.