

## **POLICY 4**

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### **ROLE OF THE SUPERINTENDENT/CEO**

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

#### **Specific Areas of Responsibility**

##### **1. Faith Leadership**

The Superintendent shall:

- 1.1. Model involvement in a Catholic faith community and ensure students and staff are provided opportunities for spiritual development within the school jurisdiction.
- 1.2. Encourages staff to participate in and support Catholic functions in the Parish where they reside.

##### **2. Educational 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.
- 2.3. Implement education policies established by the Minister and the Board.

##### **3. Fiscal Responsibility**

The Superintendent shall:

- 3.1. Ensure the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or Regulation.
- 3.2. Ensure the District operates in a fiscally responsible manner, including adherence to Public Sector Accounting Standards.

##### **4. Personnel Management**

The Superintendent shall:

- 4.1. Have overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 4.2. Gives preference in the hiring of staff to practicing Catholics.

4.3. Supervises, evaluates and provides growth opportunities for all staff.

## **5. Policy**

The Superintendent shall:

- 5.1. Provide leadership in the planning, development, implementation and evaluation of Board policies.
- 5.2. Develop and keep current an Administrative Procedures Manual and inform the Board of any changes to this Manual.

## **6. Superintendent / Board Relationships**

The Superintendent shall:

- 6.1. Establish and maintain positive professional working relations with the Board.
- 6.2. Honors and facilitates the implementation of the Board's role and responsibilities as defined in Board policy including the provision of information the Board requires in order to perform its role.
- 6.3. Brings a recommendation to the Board on all items requiring a Board decision.
- 6.4. Advises the Board Chair and/or Vice Chair as soon as possible of any legal action and/or litigation that may be brought before the Board.
  - 6.4.1. Should the litigation develop into legal action and/or litigation brought against the Board, the Board Chair shall be provided appropriate updates on a timely basis.
  - 6.4.2. In the event the case proceeds to court, the Trustees shall be provided with all specifics of the case.

## **7. Three-Year Education Planning and Reporting (Strategic Planning & Reporting)**

The Superintendent shall:

- 7.1. Lead the Three-Year Education Planning process including the development of District goals, budget, facilities and transportation plans and implement plans as approved.
- 7.2. Involve the Board appropriately (Board approval of process and timelines, opportunity for Board establishment of strategic priorities and key results early in the process, final Board approval).
- 7.3. Reports regularly on results achieved.

## **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.
- 8.2. Report to the Minister with respect to matters identified in and required by the School Act.

## **9. Communications and Community Relations**

The Superintendent shall:

- 9.1. Take appropriate actions to ensure positive external and internal communications are developed and maintained.
- 9.2. In consultation with the Chair, serve as spokesperson for the District for the media and public in order to keep the Board's messages consistent and accurate.
- 9.3. Make accessible to electors the Three Year Plan, Annual Education Results Report, Board Policy Handbook, Admin Procedures Manual, Minutes and other documents in accordance to FOIPP and in a timely and courteous manner.
- 9.4. Ensures that staff and students are recognized for significant contributions to the school district.

## **10. Student Welfare**

The Superintendent shall:

- 10.1. Ensure that each student is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
- 10.2. Ensures the safety and welfare of students while participants in school programs or while being transported to or from school programs on transportation provided by the District.
- 10.3. Ensures the facilities adequately accommodate District students. Acts as, or designates, the Attendance Officer for the District.
- 10.4. Ensure the safety of students and staff by developing procedures for
  - 10.4.1. student transportation
  - 10.4.2. field trips and extracurricular activities
  - 10.4.3. nutrition
  - 10.4.4. Inclusive Catholic Communities that are welcoming, caring, respectful and safe learning environments
  - 10.4.5. healthy buildings, and
  - 10.4.6. Pandemic Planning & Implementation

## **11. Leadership Practices**

The Superintendent shall:

- 11.1 Practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.

Reference: Section 113, 114, School Act  
Sections 16.1 and 45.1 *School Act*  
*Alberta Bill of Rights (A-14) March 2015*  
*Alberta Human Rights Act (A-25.5) December 2015*  
*Guidelines for Best Practices: Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities, and Gender Expressions (AB Education, January 2016)*

*Catechism of the Catholic Church (Sept 1997)*  
*Compendium of the Social Doctrine of the Church (2004)*  
*Constitution of Canada (Constitution Act 1867 and Constitution Act 1982)*  
*CCSSA: LIFE Framework*  
*CCSSA: A Resource for a Pastoral Approach to Supporting and Guiding  
Students in Inclusive Communities: Gender Identity & Expression*