Policy 12

ROLE OF THE CHIEF SUPERINTENDENT

Background

In accordance with the *Education Act* Section 222 the Chief Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Chief Superintendent reports directly to the Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Chief Superintendent.

In order to meet the requirement of the *Education Act*, the mandate of trust given them by the Catholic electorate in the Division and the duty to deliver a Catholic educational program in conformity with the Archbishop's direction, the Board shall hire a Catholic Chief Superintendent to serve as the Board's Chief Executive Officer.

Specific Areas of Responsibility

1. Faith Leadership

1.1 Models Edmonton Catholic Schools Core Values;

1.2 Ensures celebration of Division Catholicity;

1.3 Develops and maintains positive and effective relations with the Archdiocese and the Ukrainian Eparchy;

1.4 Ensures students and staff are provided opportunities for spiritual development within the Division;

1.5 Follows a lifestyle and deportment in harmony with Catholic teachings and principles;

1.6 Ensures schools maintain a distinctive Catholic identity;

1.7 Ensures students have the opportunity to develop a Catholic worldview.

2. Student Learning

2.1 Provides leadership in all matters relating to education in the Division;

2.2 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister;

2.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship;

2.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students;

2.5 Provides leadership in implementing education policies established by the Minister and the Board.

3. Student Well-being

3.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;

3.2 Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment;

3.3 Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division;

3.4 Ensures the facilities adequately accommodate Division students;

3.5 Acts as, or designates, the attendance officer for the Division.

4. Fiscal Responsibility

4.1 Ensures the fiscal management of the Division by the CFO is in accordance with the terms or conditions of any funding received by the Board under the *Education Act* or any other legislation;

4.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures;

4.3 Directs the preparation of the budget for Board approval;

4.4 Ensures the Board has current and relevant financial information;

4.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.

5 Personnel Management

5.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy;

5.2 Ensures appropriate supervision of all staff and ensures appropriate evaluation processes are in place;

5.3 Facilitates professional development and training sessions for staff;

5.4 Ensures the coordination and integration of human resources within the Division;

5.5 Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

6 Policy/Administrative Procedures

6.1 Provides leadership in the planning, development, implementation and evaluation of Board policies;

6.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, Regulations and procedures.

7 Chief Superintendent/Board Relations ("The First Team")

7.1 Develops and maintains positive, professional working relations with the Board;

7.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy;

7.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions;

7.4 Provides the information and counsel which the Board requires to perform its role;

7.5 Keeps the Board informed on sensitive issues in a timely manner;

7.6 Attends, and/or designates administrative attendance at, all committee meetings unless excused by the committee;

7.7 Demonstrates high ethical standards of conduct, respect, integrity and support to the Board.

7.8 Demonstrates respect for individual Trustees.

8 Strategic Planning and Reporting

8.1 Leads the generative strategic planning process, including the development of the Three-Year Education Plan, Division goals, operational budget, and Capital Plan and implements those plans as approved;

8.2 Involves the Board appropriately in the strategic planning process (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; Board review of draft plan and final Board approval);

8.3 Reports regularly on results achieved;

8.4 Develops the Annual Education Results Report for Board approval.

9 Organizational Management

9.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines;

9.2 Reports to the Deputy Minister with respect to matters identified in and required by the *Education Act* and provincial legislation.

10 Communications and Community Relations

10.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained;

10.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division;

10.3 Maintains effective relationships within the Division and the community served;

10.4 Acts as or assigns the head of the organization for the purposes of the *Access to Information Act* and *Protection of Privacy Act*;

10.5 Keeps the Board informed through the provision of appropriate accountability reports;

10.6 Participates actively and fosters involvement of staff in community affairs in order to enhance and support the Division's mission;

10.7 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

11 Leadership Practices

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

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Legal Reference:	Education Act, Sections 52, 222, 223, 224 Access to Information Act Protection of Privacy Act