

11 ROLE OF THE SUPERINTENDENT

The Superintendent shall function as chief executive officer of School District No. 46 (Sunshine Coast). Board authority for the educational and administrative leadership of the district shall be delegated through the Superintendent. School District staff are accountable to the Superintendent, and the Superintendent is accountable to the Board. Included in the Superintendent's role are direct responsibilities to the Board, and on behalf of the Board to the Ministry of Education. The Board determines the scope of authority delegated to the Superintendent through its policies and authorizes the Superintendent to lead and manage the school district in compliance with these policies. Consequently, the Superintendent shall:

- 11.1 Collaborate with the Board in the development of a strategic plan.
- 11.2 Provide leadership in all matters relating to education in the district, including leadership of all staff employed by the school district.
- 11.3 Ensure that educational programs and student assessment are delivered in a manner designed to meet the educational needs of all students.
- 11.4 Ensure that available resources are allocated to: optimize learning opportunities to meet the educational needs of all students, and provide staff with training to achieve district learning goals.
- 11.5 Ensure that all practices, activities and decisions are lawful, ethical, prudent, and in compliance with Board policies and the school act.
- 11.6 Treat, and ensure the treatment of, students, parents, staff and the public in a way that is ethical, reasonable, fair, dignified and in compliance with Board values and policies.
- 11.7 Ensure that a safe, healthy and respectful environment for learning and working is maintained.
- 11.8 Promote and ensure a harassment-free and intimidation-free environment for all employees, students, volunteers, families or community members while on school district-related business.
- 11.9 Ensure that decisions on assigning, promoting, evaluating, or disciplining students or staff are based only on fair and consistent criteria.
- 11.10 Adhere to all collective and other staff agreements.
- 11.11 Ensure that there are fair and consistent procedures for hiring and terminating staff.
- 11.12 Hire, retain and re-assign principals, vice-principals and other district administration positions.
- 11.13 Provide the Board with adequate information to make informed decisions regarding senior staff compensation, benefits and other terms of employment.

- 11.14 Delegate duties and authority to appropriate officials in the school system, holding them responsible for all aspects falling within their purview.
- 11.15 Ensure that succession planning is in place for district administration and executive staff.
- 11.16 Assist the Board in formulating policies and making informed decisions, providing options, implications and recommendations supported by accurate, thorough and up-to-date information.
- 11.17 Submit required information, recommendations and reports in a timely, accurate, and understandable fashion.
- 11.18 Commit the Board to legal action only with the approval of the Board.
- 11.19 Report in a timely manner all matters that are important to the Board including, but not limited to, the following:
 - (a) the strategic plan;
 - (b) actual or anticipated non-compliance with any policy of the Board or Ministry of Education directive;
 - (c) relevant trends in education and related matters;
 - (d) anticipated media coverage and public reactions;
 - (e) external and internal changes which have implications for the Board;
 - (f) significant parent/student/staff complaints and discipline;
 - (g) significant union grievances
- 11.20 Develop administrative regulations cross-referenced to corresponding Board policies, clauses of the *School Act*, or ministerial orders. The Board may request the development or review of regulations by Board motion.
- 11.21 Ensure the timely handling of appeals to the Board by students, parents, staff and community when established avenues in policy, regulation and contractual agreement have been exhausted.
- 11.22 In collaboration with the Board Chair, be responsible for public communications on behalf of the school district, including acting as official spokesperson, delegating communications to other officials, and overseeing communications from schools, programs or staff.
- 11.23 Approve School Plans in compliance with the *School Act*.

Board Policy: December 2010

Revised: November 2013, March 2014, December 2017, May 2022

Last reviewed: April 2022