

Approved: October 10, 2006  
Amended: April 20, 2010  
Amended: February 24, 2015  
Amended: May 25, 2021

## **301.1 Superintendent of Schools Roles and Responsibilities**

### **Policy**

The Education Act requires the Board to hire a Superintendent of Schools to serve as the chief executive officer of the Board and chief education officer of the Division. The Superintendent will be responsible for the operation of schools and the provision of education programs in the Division.

While the Superintendent may delegate decision-making authority to employees and contractors of the Board, the Superintendent reports to and is ultimately responsible and accountable to the Board for all of the operations and programs of the Division.

### **Regulations**

1. The appointment of the Superintendent will conform to the requirements of the Education Act and Ministerial Regulations with respect to notification and qualifications.
2. Subject to statutory requirements and Board policy, the Superintendent is responsible for:
  - 2.1. facilitating the governance provided for the Division by the Board of Trustees by:
    - 2.1.1. attending all meetings of the Board
    - 2.1.2. setting the agenda for meetings of the Board in consultation with the Board Chair and providing background information for agenda items
    - 2.1.3. collaboratively developing new policies for Board consideration and approval and establishing procedures as required
    - 2.1.4. informing, advising, and supporting the Board on matters under Board jurisdiction
    - 2.1.5. collaboratively developing the Division Assurance Plan and educational programs for Board consideration and adoption
    - 2.1.6. annually reporting to the Board on student learning, achievement and development
    - 2.1.7. providing support for the activities of Board committees
    - 2.1.8. facilitating the orientation and ongoing professional development of trustees
  - 2.2. providing leadership for the School Division and supervising the operation of schools and the provision of education programs by:

- 2.2.1. Implementing education policies established by the Minister
- 2.2.2. Ensuring students have the opportunity in the school division to meet the standards of education set by the Minister
- 2.2.3. Ensuring that the fiscal management of the school division by the secretary-treasurer is in accordance with the terms and conditions of any grants received by the board
- 2.2.4. providing clear direction for the School Division by promoting initiatives of the Board with Division staff
- 2.2.5. implementing current Board policies and directions
- 2.2.6. implementing the Board Assurance Plan and approved educational programs
- 2.2.7. Meeting Alberta Education's reporting requirements
- 2.2.8. maintaining the standards of education as set by the Minister through the provision of quality instructional programs and services throughout the Division
- 2.2.9. financial planning and control including quarterly reporting on the jurisdiction's financial affairs
- 2.2.10. ensuring that all staff have clearly established roles and responsibilities
- 2.2.11. supervising and evaluating system operations and reporting to the Board on organizational performance
- 2.2.12. selecting, assigning, coaching, and evaluating school-based and Division administrators in accordance with Division policy
- 2.2.13. annually reviewing school Assurance Results Reports and Assurance Plans
- 2.2.14. making regular visits to all Division schools, programs, and work sites
- 2.2.15. providing support for school principals and advising on matters related to school operations
- 2.2.16. providing opportunities for staff leadership development
- 2.2.17. providing overall support for the efforts of the School Division students and staff
- 2.3. mediating and facilitating communication between and amongst educational stakeholders by:
  - 2.3.1. maintaining positive professional relationships with staff, administrators, School Councils and Division School Council, Division Student Advisory Council, the parent community and other affiliated individuals, groups, and organizations
  - 2.3.2. communicating with post-secondary educational institutions,

- children's service organizations, and the business community
  - 2.3.3. communicating effectively through the media regarding matters affecting education and the Division
  - 2.3.4. acting as an advocate for the Division and public education
3. In accordance with Section 52 of the Education Act:
- 3.1. The Board authorizes the Superintendent to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with Section 52(4) of the Education Act, cannot be delegated.
  - 3.2. The Board delegates to the Superintendent the power to suspend the services of a teacher and the power to terminate the services of a teacher, in accordance with Section 52(5) of the Education Act.
  - 3.3. The Superintendent may delegate decision-making authority to employees and contractors of the Board except for those powers referred to in Section 52(4) and (5) of the Education Act. The Superintendent will remain accountable to the Board for the proper exercise of such delegated decision-making authority.

## References

- Alberta Education Act: Sections 52, 222  
Division Policies: 203.1 Policy Development, 204.10 Board Meeting Agendas, 301.3 Evaluation Process for Superintendent of Schools