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**IDENTIFYING INFORMATION**

POSITION TITLE: Superintendent of Schools

CLASSIFICATION TITLE: Contractual

DEPARTMENT: Administration

IMMEDIATE SUPERVISOR'S TITLE: Board of Trustees

POSITION SUPERVISES: All Staff

REASON FOR SUBMISSION:                         X    
Creation Change Update

Date: August 2004

**POSTION SUMMARY:**

Under the provisions of section 10(4)(a)(ii) of the *Northland School Division Act*, the Superintendent is the chief executive officer of the Board and the chief education officer of the Division. The Superintendent shall perform the duties and responsibilities assigned through provincial legislation as well as those assigned by the Board.

**MAJOR DUTIES & RESPONSIBILITIES:**

Fiscal Management

1. Ensures that the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the *School Act* or any other Act and that generally accepted accounting practices are consistently being followed.
2. Directs the preparation and the presentation of the budget.
3. Prepares and directs the preparation of the three year capital plan for submission to the Board.



## Policy 11

### The Role Of The Superintendent

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#### Educational Leadership

1. Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
2. Implements the education policies established by the Minister and the Board.

#### Policy

1. Receives proposals for policy development or change on behalf of the Board and reviews these with the appropriate standing committee.

The Superintendent is responsible for communicating Board policies within the Division; for monitoring Division policies on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.

#### Superintendent/Board Relations

1. Establishes and maintains positive professional working relations with the Board.
2. Informs and advises the Board in all matters relating to the business of the Board.

#### Strategic Planning and Implementation

1. Develops the following components of the Division's Annual Education Plan:  
Strategies  
Results  
Performance Measures  
Action Plans  
Assignments to Address Action Plans  
Timelines  
Benchmarks
2. Assists the Board in determining the present and future educational needs of the Division through the development of short and long range plans.



## Policy 11

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#### Organizational Management

1. Reports to the Minister with respect to matter identified in and required by the *School Act* and provincial legislation.
2. Maintain liaison with Alberta Education, Métis Settlements, First Nations in the area served by the Board, the Department of Indian Affairs and Northern Development, school jurisdictions, superintendents and other agencies.
3. Shall visit each school in the Division at least once during the school year in order to establish communication with the Community, staff and the local School Board Committee members.
4. Shall review, modify and maintain an organizational chart with accurately delineates lines of authority and responsibility, and shall present it to the Board for approval.

#### **Specifically**

1. The Superintendent shall develop and prepare the Annual Education Results Report for the Division and submit it to the Education/Personnel Committee in draft form by October 31<sup>st</sup> and then to the Board for final approval by the end of November.
2. The Superintendent shall attend all Board meetings and make recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
3. The Superintendent, or designate, shall attend all committee meetings.
4. The Superintendent has been designated as the FOIP Head for the Division.

Legal Reference: Sections 61, 113, *School Act*, RSA 2000  
Section 10(4)(a)(ii), *Northland School Division Act*  
*Freedom of Information and Protection of Privacy Act*