

ROLLING RIVER SCHOOL DIVISION REGULATION

Superintendent of Education/CEO Job Description

GDAAR

Position Title: Superintendent of Education/CEO

Reports to: Board of Trustees, Rolling River School Division Board

Working Relationship:

- a. Works under the direction of and is responsible to the Board of Trustees.
- b. Works in cooperation with the Board of Trustees, Secretary-Treasurer, Supervisors, Coordinators, School Administrators, Staff and Public.

Supervises:

- a. Senior Administrative Staff
- b. Principals

Educational Qualifications, Skills and Abilities:

- a. Valid Manitoba teaching certificate
- b. Graduate degree and varied related experiences
- c. Level II Administrator's Certificate
- d. Strong interpersonal, organizational, public relations and teamwork skills
- e. Strong oral and written skills
- f. Ability to work independently and as a team member
- g. Initiative to set priorities and identify plans of action
- h. Ability to work effectively with trustees, the administrative team, Divisional and school personnel, parents, students, and community members
- i. Aware of and able to appropriately interpret Manitoba Laws and regulations for education, Divisional collective agreements, policies and practices

General Responsibilities:

As the Chief Executive Officer of the Rolling River School Division, the Superintendent is responsible for the overall leadership and management of the Division's schools and support facilities. The Superintendent may choose to delegate the exercise of identified powers, duties and responsibilities to other Divisional personnel, but remains accountable for actions taken under such delegation.

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The Superintendent of Education:

- a. Adheres to and models the Mission, Vision and Values of the Division.
- b. Keeps the Board informed on the progress and condition of the schools and all aspects of the educational programs within the Division, such as: teacher effectiveness, student progress, educational practices, student and employee welfare, programs, facilities, and equipment needs.
- c. Provides leadership in the strategic direction of the Division.
- d. Has ultimate responsibility for the operation of the entire Division.
- e. Provides leadership to ensure the Division is inclusive and adequately addresses the diversity of staff, students and communities.
- f. Administers the academic system through the provision of direction and guidance to the Coordinator of Instruction, Curriculum, and Technology, Coordinator of Student, Clinical, and Pre-Kindergarten Services, Secretary-Treasurer, Supervisors, and School Administrators.
- g. Provides direct supervision, direction and guidance to the Coordinator of Instruction, Curriculum, and Technology, Coordinator of Student, Clinical, and Pre-Kindergarten Services and Secretary-Treasurer.
- h. Supports, when appropriate, the Coordinator of Instruction, Curriculum, and Technology, Coordinator of Student, Clinical, and Pre-Kindergarten Services, and Secretary-Treasurer in the supervision of Supervisors, Coaches, Clinicians, and School Administrators.
- i. Coordinates and administers the Rolling River Athletic Program.
- j. Oversees the business administration function through the provision of direction and guidance to the Secretary-Treasurer in the performance of the assigned duties.
- k. Initiates, directs and is responsible for the development, implementation, and regular review of Divisional policies.
- l. Supervises the most appropriate and effective deployment of staff for programs at all levels of the school system.
- m. Provides leadership, support and participates in the appeal process available to any Divisional employee or employee group.
- n. Provides leadership and support to the Secretary-Treasurer and the Board of Trustees in the preparation of the annual Divisional budget.
- o. Participates with the Secretary-Treasurer and the Chair/Vice-Chair of the Board in the preparation of the Board Agenda.
- p. Attends personally or through delegation meetings of the Board of Trustees and Committees of the Board. The Superintendent may only be excluded when his/her contract, salary, efficiency or conduct is under discussion.

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Specific Duties and Responsibilities:

The following specific duties and responsibilities provide a basic outline. They provide a picture, through indicators or statements about how an effective superintendent works with trustees, staff, students, parents and the community. It is understood that some of these duties and responsibilities are delegated to members of the Senior Administration Team and that the discharge of these responsibilities does not relieve the Superintendent of Education of final responsibility for the actions taken under such delegation.

a. Board of Trustees

- Is directly responsible to the Board of Trustees;
- Works effectively with the Board and with individual trustees;
- As Chief Executive Officer is responsible for advising and assisting the Board in formulating and implementing policies, procedures and directives of the Board of Trustees;
- Attends personally or through delegation all Board meetings and Committee meetings;
- Participates, with the Secretary-Treasurer and the Chair/Vice-Chair of the Board in the preparation of the Board Agenda;
- Provides accurate and timely information to the Board of Trustees concerning the operation of the Division;
- Prepares and submits to the Board recommendations on matters requiring Board action;
- Facilitates the development of the Division's Annual Action Plan and keeps the Board informed of the progress towards its realization;
- Ensures that the actions of the Board adhere to Board policy and all provisions of laws, rules and regulations of the Province of Manitoba;
- Represents the Board at meetings as required;
- Performs all assigned duties in compliance with provincial statutes and regulations and the by-laws and policies of the Board;
- Serves, together with the Board Chair, as the Division's spokesperson to the community and the media;
- Presents himself/herself to the Board annually for a formal performance review.

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b. Leadership and Planning

- Articulates and applies the Mission, Vision and Value Statements of the Division in the development and implementation of all decisions, practices and programs.
- Leads, directs, manages and coordinates all aspects of the organization and operation of the Division through a leadership/administrative team currently consisting of:
 - ✓ Coordinator of Student, Clinical, and Pre-Kindergarten Services;
 - ✓ Coordinator of Instruction, Curriculum, and Technology;
 - ✓ Principals and Vice-Principals;
 - ✓ Secretary-Treasurer;
 - ✓ Payroll Accounts Supervisor;
 - ✓ Maintenance Supervisor;
 - ✓ Transportation Supervisor;
 - ✓ IT Supervisor

This includes:

- ✓ the establishment and supervision of regular and special programs;
 - ✓ human resource management i.e. recruitment, placement, supervision, and professional development of staff;
 - ✓ budget development and financial expenditures;
 - ✓ assignment of staff;
 - ✓ assignment of pupils to schools;
 - ✓ construction and maintenance of adequate school facilities;
 - ✓ regular review of pupil enrollment and school utilization;
 - ✓ transportation of pupils to schools; and
 - ✓ public relations.
- Ensures coordination and cooperation amongst the educational programs, facilities, transportation and business administration functions of the Division;
 - Provides leadership and assistance in the areas of personnel policies and practices, professional development and student services to Divisional personnel;

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- Coordinates meetings of Divisional employees to carry out the educational program and operation of the Division. Key to the overall direction of the Division are regular meetings between the Superintendent and the Senior Administration Team and the Superintendent and School Administrators;
- Coordinates the annual Division Action Plan ensuring that the Division's and School's Mission, Vision and Values and priorities are always considered in the process;
- Directs the accumulation of data on community growth and physical plant needs in order to inform the Budget Development Process and to liaise with the Public Schools Finance Board;
- Represents the Division in dealing with external agencies and governmental departments.

c. Programs and Professional Development

- Promotes a culture of learning, including life-long learning, through modeling, encouragement and support;
- Provides direction and support to the Coordinator of Instruction, Curriculum, and Technology and the Coordinator of Student, Clinical, and Pre-Kindergarten Services in the supervision and implementation of programs;
- Provides leadership in and supervises the development of procedures and professional development activities that ensure the maximum utilization of abilities by all employees and Board members;
- Provides leadership in opportunities for the professional development of all employees and Board members;
- Visits Divisional schools on a regular basis to review school plans, meet and consult with staff and students, and visit classrooms;
- Oversees the Divisional Code of Conduct and supports staff, students and families in its exercise and application;
- Maintains membership in appropriate professional associations, participates in the activities and work of such associations so as to further personal professional development to the benefit of self and the Division;
- Keeps informed of current educational research and practices through advanced study/reading, visiting school systems elsewhere, and attending educational conferences.
- Coordinates and administers the Rolling River Athletic Program, the Division's CPR Program, and the distribution and maintenance of all itinerant Physical Education equipment.

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d. Personnel

- Provides direction and support to the Board and Secretary-Treasurer as appropriate in the recruitment, selection, assignment and orientation of all administrative, leadership, teaching and support staff;
- Identifies and recommends to the Board of Trustees, those changes in the organizational structure and function that will enhance the operation of the Division and the job satisfaction of individuals;
- Administers and interprets the Divisional Policy Manual and Collective Agreements and their application to staff;
- Appoints the attendance officer(s) for the Division;
- Approves the employment, within the established and budgetary limits set by the school board, necessary staff except senior officers and employees holding administrative or supervisory positions;
- Approves the placement, transfer and suspension of all personnel except members of senior management (Superintendents, Secretary-Treasurer) and school principals;
- Approves the promotion of non-teaching staff into established positions, except for members of senior management identified above;
- Accepts resignations, except for members of senior management identified above;
- Reports to the Board in a confidential report the names of all staff employed, transferred, suspended, granted leave or submitting resignations upon receipt/approval;
- Recommends to the Board the dismissal of any employee;
- Coordinates the establishment and work of Divisional selection committees, consistent with the procedures of the Board of Trustees, when new school administrators or members of senior management are selected;
- Oversees, at the Division level, a system of supervision and evaluation of professional staff and instructional support staff.
- Evaluates the Coordinator of Instruction, Curriculum, and Technology, Coordinator of Student, Clinical, and Pre-Kindergarten Services and Secretary-Treasurer in accordance with Board policy;
- Supports/assists, as appropriate, the Secretary-Treasurer with the evaluation of supervisory staff;
- Approves all leaves of certified staff and reports same to the Payroll Officer;

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- In an emergency situation and upon receipt of a written request, grant to any Division employee up to two days leave beyond the provisions of policy or the Collective Agreement;
- Consults with the Negotiations Committees of the Board of Trustees.

e. Public Relations and Communications

- Consults and collaborates on issues in a respectful and inviting manner with Divisional stakeholders, both internal and external;
- Communicates and applies Board policies and directions to Divisional staff and community;
- Maintains effective communication and participation with parents/guardians in an atmosphere of mutual trust and respect;
- Maintains effective communication and participation with the communities within the Division, including the Hutterite Colonies and Rolling River First Nations;
- Maintains effective communication with employee groups and the media;
- Maintains relationships and consults with those personnel within the Division as necessary to ensure the accomplishment of the Mission, Vision, Values, and Goals and Objectives of the Division, and the functions of the Superintendent's position;
- Liaises with social, professional, civic, volunteer and other community agencies and groups having an interest in the work of the Division;
- Consults and cooperates with officials of Manitoba Education, Citizenship, and Youth, the Manitoba Association of School Trustees, the Manitoba Association of School Superintendents, the Manitoba Teachers Society including the Rolling River Teachers' Association, and other groups concerned with the advancement of education;
- Deals with enquiries from the public in the areas supervised and responds to parental concerns.

f. Finance

- In cooperation with the Board of Trustees and the Secretary-Treasurer, prepares an annual budgetary cycle which establishes milestone dates for all activities and incorporates goal setting, consultation and communication with stakeholders;
- In cooperation with the Secretary-Treasurer, coordinate the development of budget detail appropriate to sound decision-making, consistent with Board Policy, and as directed by the Board of Trustees.

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g. Personal

- Regularly participates in personal professional development through attendance at workshops and conferences and reading of professional journals;
- Able to effectively present information and respond to questions from members of staff and the general public;
- Maintains confidentiality and integrity showing respect to staff, parents and members of the public.

h. Other

- Receives complaints and concerns of staff, public and students and if unable to satisfy the concern advises how and arranges for the complainant to address the concern to the Board;
- Approves all educational field trips;
- Approves at his/her discretion, a Principal's suspension of any pupil, or suspends any pupil, subject to the regulations made under the Education Administrators Act [M.R. 468/88 (40.3 - 40.7)];
- With the assistance of the Secretary-Treasurer ensures the maintenance of personnel records and pupil records as required by law and by Board policy;
- Acts in the capacity of Privacy Officer for the Division;
- Performs other duties as assigned or requested by the Board of Trustees.

Performance Appraisal:

The Superintendent of Education's fulfillment of position responsibilities shall be formally evaluated by the Board of Trustees annually in accordance with Policy BCD. The purpose of the evaluation process is to promote professional growth, effectiveness and accountability. The evaluation process should ensure that the responsibilities as defined under "Specific Duties and Responsibilities" are being met in an effective manner.

Index Policy

Date Adopted: September 10, 1992

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