

Role Description for Superintendent of Education

Each Superintendent of Education is directly responsible for the supervision of assigned families of schools (elementary and secondary), as well as the support services and resources that are directed to those schools, to ensure their quality and continuous improvement. Superintendents of Education participate in the development of the board's policies, plans and programs through Director's Council, Leadership Council and Instructional Support Services and each superintendent is directly responsible for supporting the implementation of these initiatives in the schools they supervise. In addition, a Superintendent of Education is expected to work closely with other Superintendents in a field office, to ensure the effective management of that office's staff and resources.

In this role, Superintendents of Education must be knowledgeable of their communities and be responsive to them. They are required to develop and maintain good communications among parents, principals, trustees and resource staff. They are expected to develop supportive relationships among the principals, vice-principals and resource staff of their schools.

The specific responsibilities of each Superintendent of Education include:

- Guidance and support to schools in the development of school success plans that are aligned with the Report Card for Student Success
- responding to parent and community concerns
- the supervision and evaluation of principals and vice-principals
- the identification and development of potential candidates for principal and vice-principal and other leadership roles
- the establishment and implementation of staff and leadership development plans for their superintendency
- all aspects of school organization for each school, including recommendations for appointments, transfers and reorganization
- all aspects of planning related to their field offices, including annual objectives, budget development and allocation of resources to schools to address identified needs and system priorities
- the supervision of all matters related to students, including evaluation, student programs, placement and support, discipline, suspensions, expulsions and SAL
- supervision of special education programs in the schools, including the procedures and follow-up related to the IPRC
- supervision of the evaluation procedures for all teachers, resource staff, department heads including recommendations for promotion, transfer and changes in contract status
- attendance at board and committee meetings as required.

In addition, each superintendent of education assists with:

- assignment of principals and vice-principals
- assignment of excess to school and surplus to region teachers
- evaluation of educational programs
- evaluation of principals outside their superintendency
- promotion process for principals and vice-principals
- regional reviews of programs
- annual review of special education programs and services
- assignment of support staff
- recommendations for leaves of absence
- development and maintenance of collective agreements
- contingency and emergency planning
- reorganization planning for the system as required
- enrolment projections and all aspects of accommodation
- system planning
- regional and department advisory committees as appropriate
- system projects that support goals in the Report Card for Student Success

Each Superintendent of Education reports directly to the Coordinating Superintendent.