



Policy 10: Role of the Superintendent

Purpose:

The Superintendent is the chief executive officer of the Board and is responsible for the organization, management and supervision of the District. The Superintendent is accountable to the Board for the responsibilities assigned to the position by the Board. The Superintendent is also accountable to ensure that the curriculum, policies and practices within the District comply with GNWT legislation, policies and curriculum guidelines.

Where the Superintendent delegates authority to District staff, the Superintendent retains ultimate responsibility to the Board for the tasks performed and the results achieved.

Specific Areas of Responsibility

1. Educational Leadership - The Superintendent shall:
 - Provide leadership in all matters relating to education in the District.
 - Ensure students in the District have the opportunity to meet the educational standards determined by GNWT legislation.
 - Implement education directives as established by the Board and/or GNWT legislation.
2. Fiscal Responsibility - The Superintendent shall:
 - Ensure the fiscal management of the District by the Director of Corporate Services is in accordance with the terms and conditions of any funding received.
 - Ensure that the District operates in a fiscally responsible manner and in accordance with Public Standards Accounting Board standards and principles.
3. Human Resources - The Superintendent shall:
 - Have authority and responsibility for all personnel-related issues, except for those mandated in Board policy, labour legislation or collective agreements.
 - Ensures that all staff are monitored and evaluated.
 - Be responsible for succession planning, well-being, and professional development of all staff
4. Policy and Procedures - The Superintendent shall:
 - Honour and facilitate the Board's role in establishing policy.
 - Be responsible for the development, implementation, evaluation and revision of Administrative Procedures. These Procedures shall be reviewed annually.
5. Superintendent/Board Relationships - The Superintendent shall:
 - Establish and maintain positive, professional working relations with the Board.



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- Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board policy.
6. Strategic Planning and Reporting - The Superintendent shall:
- Facilitate the planning process for the development of the Board's strategic directions.
 - Be involved appropriately by the Board in the development process of the strategic plan (eg: Board approval of process and timelines, Board identification of priorities and key results, opportunity for Board input in the process, final Board approval.)
 - Implement the strategic plan as approved by the Board.
 - Report at least annually on the results achieved in the strategic plan.
7. Organizational Management - The Superintendent shall:
- Demonstrate effective organizational skills resulting in District compliance with Board directives and timelines.
 - Report to the Minister on matters required by legislation and regulations.
8. Communications and Community Relations - The Superintendent shall:
- Ensure positive internal and external communications are developed and maintained.
 - Develop and maintain positive and effective relations with government agencies, such as the GNWT and the City of Yellowknife.
9. Leadership Practices - The Superintendent shall:
- Lead in a manner that is viewed by the Board as being effective and positive.

References/Related Documents:

- Education Act
- Administrative Procedures

Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 April 2015 December 2019	2022-2026 Board
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