

POSITION DESCRIPTION

Position Title: Superintendent/CEO – Effective July 1, 2014

Position Description:

Reporting to the Board of Trustees, the Superintendent/CEO shall provide leadership in developing, achieving and maintaining educational and operational programs and services. The Superintendent has the authority to delegate to other personnel all activities related to the provision of educational programs and services, and operational/transportation services. The delegation of such powers or duties, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Turtle Mountain School Division (TMSD) operates as CEO model. The Superintendent/CEO oversees all matters pertaining to the division.

Vision and Values

The superintendent and board collaborate to lead the community in the development and articulation of shared values, common purposes and a desired future for the school division. The superintendent, as the first professional officer of the board, is responsible to:

- assist in establishing and maintaining a focus on the shared vision of education for the school division;
- work with and engage the board in understanding its responsibilities, including its vision, and its policies in relation to learning, resource management and policy development;
- understand and model appropriate values, demonstrate ethical behavior, and exercise moral leadership;
- provide direction for divisional planning initiatives including the involvement of all relevant constituents in the planning process; and
- provide information and recommendations to the board to facilitate decision making.

Governance and Policies

The board and superintendent provide leadership that considers appropriately the age, aptitudes and abilities, and rights of every student, within a policy framework that is lawful, respectful of individuals and understandable to the greater community. The superintendent is responsible to:

- provide leadership for effective development and implementation of curriculum, and all aspects of teaching and learning;
- interpret policies, mandates and requirements in ways that maintain the congruence between vision and practice;
- focus on the learning and education of all children in the division, including having systems to demonstrate achievement;
- monitor the development, application and revision of policies and procedures within the division to ensure relevance and congruency with divisional values, legislated obligations and the mandates of the division; and
- provide leadership throughout the division to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.

Professional Practices

The board and the superintendent provide leadership to promote professional practices and operations that enhance communication and community relationships, and foster effective organizational management, curriculum planning and development, and teaching and learning. The superintendent is responsible to:

- establish a framework for teaching and learning for all students in the division;

Cross Reference:

Amended Date: April 23, 2014

Policy Review Date:

Page 1 of 3

- establish an appropriate system of assessment to monitor student performance, and to ensure the educational program meets the needs of all students;
- establish an infrastructure of democratic practices and structures that involve school community members in broad-based, skillful participation in the work of divisional leadership;
- ensure collaboration amongst multiple partners (e.g. government departments, community agencies, universities, and other provincial organizations);
- secure essential resources, including finances, time, talent and ideas to carry out the work of the board;
- administer and supervise the educational, financial, personnel, building operations and maintenance and research and planning functions of the division through the provision of direction and guidance to appropriate senior administrative staff;
- supervise the deployment and management of the use of divisional resources—human, material and financial—in accordance with divisional goals, policies and direction; and
- develop effective communication strategies and relationship skills with all members of the community.

The Superintendent of Schools, while performing responsibilities required by the position shall provide:

Educational Leadership

1. Provide leadership in planning and developing an education system that meets the goals of the division: in the areas of curricula, staff allocation, capital facilities, school sites, student needs, new program opportunities and educational equipment.
2. Learn strategic planning initiatives, collaborative efforts with the community, change initiatives, and inform the Board on various aspects of improving student achievement.
3. Be empowered to suspend any student subject to the policies of the Division and the requirements of the Public Schools Act; all suspensions are to be reported to the student's legal guardian(s)/parent(s) immediately and to the Board at the next meeting.
4. Maintain procedures for supervising all employees falling within the jurisdiction of this position; this process shall include a program of professional development and a strategy for regular evaluations as per K-2 (Employee Evaluation).
5. Maintain appropriate personnel records within this position's jurisdiction.
6. Ensure quality of education through regular review and evaluation of student needs, developments in education curriculum/programming and staffing then report such a review to the Board.
7. Represent the Division at meetings, conferences and liaise as required, with other government officials, agencies and businesses in matters related to the education system.
8. Ensure the effective application of all constitutional or statutory laws, provincial regulations and Board policies.
9. Act on own discretion if action is necessary in any matter not covered by Board Policy, report on such action to the Board Chair immediately and communicate to the Board.
10. Be actively involved in the support of education through memberships in professional organizations.
11. Develop plans in all areas related to student achievement, including budget, staffing, and alignment of resources, assessment, staff development and communication.
12. Analyze the need for new initiatives and changes to existing initiatives based on data from program evaluations and student assessments.

Operational Leadership

1. Ensures management, security and maintenance of the following:
 - a) Assets (property, buildings and equipment)
 - b) Transportation System

This will include planning for an effective and efficient system as well as providing appropriate professional development of staff.

Cross Reference:		
Amended Date: April 23, 2014	Policy Review Date:	Page 2 of 3

Board Communication

1. Attend all Board meetings and committee meetings relating to the educational functions except where tenure, salary or efficiency of senior administration is under consideration.
2. Prepare Superintendent Reports as an agenda item for Regular Board Meetings on matters which fall within the jurisdiction of this position.
3. Assume directly or through delegation responsibility for the development of agendas, minutes and other responsibilities arising from the meetings which fall within the jurisdiction of this position.
4. Act as a resource person for the Negotiation Committee.
5. Act as resource person regarding educational services and programming requirements for budget and long term planning.
6. Maintain an honest and open relationship with the Board and provide full accurate information on Divisional issues in a timely manner.
7. Implement Board decisions, such as those related to policies, budget, and communications.

Communications

1. Based on TMSD policy, the collective agreements and the Public Schools Act, the Superintendent performs the following tasks
 - a. Employs staff as per policy K-14.
 - b. Accepts resignations from personnel within the position's jurisdiction
 - c. Accepts or deny leaves of absence.
 - d. Appoints to permanent staff from term staff.
 - e. Transfers teachers, prior to May 1st after consultation with the appropriate administrators and the Board and will also report any reassignments after May1st.
 - f. Advise the Board immediately of any changes in staffing (email).
2. Ensure open lines of communication between the Superintendent and all staff members under his/her jurisdiction.
3. Ensure necessary information is provided to the Board Office staff in order for them to perform their jobs.
4. Act as the Board's agent in disciplinary actions. In case of emergency, the Superintendent will have the authority to suspend any employee falling within the supervisory jurisdiction of this position. Any such suspension shall be reported to the Board and the employee's supervisor immediately.
5. Assume responsibility for publicity and public relations to ensure public awareness of the Division's educational services, programming, activities, needs and successes under the jurisdiction of this position.
6. Ensure that Board policies and administrative procedures under his/her jurisdiction are communicated to employees and stakeholders.
7. Deal with complaints/concerns and requests from employees and stakeholders under the jurisdiction and report the resulting course of action to the Board.

Cross Reference:

Amended Date: April 23, 2014

Policy Review Date:

Page 3 of 3