

## **DUTIES OF THE SUPERINTENDENT OF EDUCATION**

1. POSITION TITLE: Superintendent of Education
2. REPORT TO: Board of Trustees  
Pembina Trails School Division
3. WORKING RELATIONSHIP:
  - a. Works under the direction and is responsible to the Board of Trustees.
  - b. Works in cooperation with the Board of Trustees, Assistant Superintendents, Secretary-Treasurer, Associate Secretary-Treasurer, Directors, Consultants/Coordinators and School Administrators.
4. SUPERVISES:
  - a. Senior Administrative Staff
  - b. Superintendent's Support Staff
  - c. Principals
5. 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 and team work 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, Divisional and school personnel, parents, students, and community members.

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- i. Aware of Divisional collective agreements, policies and practices.

## 6. GENERAL RESPONSIBILITIES

As the Chief Executive Officer of the Pembina Trails 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.

The Superintendent of Education:

- a. Adheres to and models the Mission, Vision and Values of the Division.
- b. Provides leadership in the strategic directioning of the Division.
- c. Has ultimate responsibility for the operation of the entire Division.
- d. Administers the academic system through the provision of direction and guidance to senior administrative staff and school principals.
- e. Provides direct supervision, direction and guidance to Senior Administrators, Secretary-Treasurer(s) and support staff in the Superintendent's Department and school principals.
- f. Oversees the business administration function through the provision of direction and guidance to the Secretary-Treasurer(s) in the performance of their duties.
- g. Initiates, directs and is responsible for the development and implementation of Divisional policies.
- h. Ensures and supervises the most appropriate and effective deployment of staff for programs at all levels of the school system.
- i. Provides leadership, support and participates in the appeal process available to any Divisional employee or employee group.
- j. Provides leadership and support, with the Secretary-Treasurer(s) and the Board of Trustees in the preparation of the annual Divisional budget.
- k. Participates with the Secretary-Treasurer and the Chair and Vice-Chair of the Board, in the preparation of the Board Agenda.
- l. Attends meetings of the Board of Trustees and Committees of the Board.

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## 7. 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;
- 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 all Regular Board meetings and Committee meetings as required or designated;
- 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;
- Represents the Board at meetings as required;
- Performs assigned duties in compliance with provincial statutes and regulations and the by-laws and policies of the Board of Trustees;
- 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.

### 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:
  - ✓ Assistant Superintendents of Human Resources, Program, and Student Services;
  - ✓ Secretary-Treasurer and Associate Secretary-Treasurer;
  - ✓ Principals and Vice-Principals;
  - ✓ Directors of Information Technology, International Student Program and InForm Net;
  - ✓ Directors of Facilities and Operations and Transportation;
  - ✓ Consultants/Coordinators of Programs and Student Support Services.

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This includes:

- ✓ the establishment and supervision of regular and special programs;
  - ✓ human resource management i.e. recruitment, placement, supervision, professional development of staff;
  - ✓ budget development and financial expenditures;
  - ✓ assignment of pupils to schools;
  - ✓ construction and maintenance of adequate school facilities;
  - ✓ transportation of pupils to schools; and
  - ✓ public relations.
- Ensures coordination and cooperation amongst the educational, facilities, transportation and business administration departments;
  - Provides leadership and assistance in the areas of personnel policies and practices, professional development and student services to Divisional personnel;
  - 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 of the Senior Administration Team and the Pembina Trails Administrators' Association;
  - Coordinates the annual School Planning Cycle of the Division ensuring that the Divisional 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 the external agencies and governmental departments.

c. Programs and Professional Development

- Provides direction and support to the Assistant Superintendent – Program and the Assistant Superintendent – Student Support Services;
- Supervises the development of procedures that ensure the maximum utilization of abilities by teaching and non-teaching personnel;
- 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;

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- Participates with members of the Senior Executive Council of Manitoba Institute for Trades and Technology in the promotion and advancement of technical/vocational education;
- 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, visiting school systems elsewhere, and attending educational conferences.

d. Personnel

- Provides direction and support to the Assistant Superintendents – Human Resources 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 the Divisional Policy Manual for Senior and School Administration, Directors and Consultants/Coordinators;
- Recommends to the Board the engagement, suspension or dismissal of all employees;
- Coordinates the establishment and work of Divisional selection committees, consistent with the procedures of the Board of Trustees, when new school administrators are selected;
- Serves on and/or consults with Divisional 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.
- Communicates and applies Board policies and directions to Divisional staff and community;
- Maintains effective communication with parents/guardians in an atmosphere of mutual trust and respect;
- In cooperation with the Chair of the Board of Trustees, coordinates the activities of the Council of Presidents;
- 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;

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- Consults and cooperates with officials of Manitoba Education Citizenship and Youth, the Manitoba Association of School Trustees, the Manitoba Teachers Society including the Pembina Trails Teachers' Association and the Pembina Trails Council of Educational Leaders and other groups concerned with the advancement of education.

f. Finance

- In cooperation with the Board of Trustees and Senior Administration, establish an annual budgetary cycle which establishes milestone dates for all activities and incorporates goal setting and consultation and communication with stakeholders;
- In cooperation with the Secretary-Treasurer(s), coordinates the development of and implementation of Divisional Budget Activity Detail consistent with Board Policy and as directed by the Board of Trustees.

g. Residual

- Performs other duties as assigned or requested by the Board of Trustees.

8. PERFORMANCE APPRAISAL

The Superintendent of Education's fulfillment of position responsibilities shall be formally evaluated by the Board of Trustees annually. 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.

The summative evaluation should be concluded in May/June and should be coordinated by the Chairperson of the Board of Trustees. The process is to adhere to the following steps:

Step 1

In the fall, the Superintendent will provide a Year End Progress Review on the Senior Administration Team Action Plan. Trustees will provide written feedback to the Superintendent on the level of success of the initiatives. The Board of Trustees will meet at a "Trustees Only" meeting to generate feedback and create a written report based on the consensus of the Board.

The written report is provided to the Superintendent by the Chair and Vice- Chair of the Board of Trustees. The Superintendent will have an opportunity to consider the report and meet with the Board of Trustees. This will provide the Superintendent with an opportunity to respond to the report at the meeting. Further, any written comments the Superintendent may have will be attached to the report.

Step 2

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In April/May the superintendent provides an interim report on the Senior Administration Team Action Plan;

Step 3

In April/May each trustee completes, on an individual basis, an observation instrument specific to the specific duties and responsibilities;

During the tenure of the Superintendent’s contract, the Board of Trustees may, at its discretion conduct a Community Survey. The Community Survey may be developed and administered by an independent third party. Community members chosen for the survey would include selected senior and school administrators, consultants/coordinators, directors and parents.

Step 4

The Board of Trustees meets at a “Trustees Only” meeting to share and discuss information determined through steps 1 through 3. The discussion will result, through consensus, a written report summarizing successes and challenges;

Step 5

The written report is provided to the Superintendent by the Chair and Vice- Chair of the Board of Trustees. The Superintendent will have an opportunity to consider the report and prepare for a follow-up meeting with the Board of Trustees in Step 6.

Step 6

The Board of Trustees meets with the Superintendent in a “Trustees Only” Meeting before the end of June to share their summative evaluation. The superintendent will be provided with an opportunity to respond to the report at the meeting. Further, any written comments the superintendent may have in response to the evaluation will be attached to the report;

Step 7

The Superintendent considers the summative evaluation and establishes a personal and professional growth plan to respond to any challenges or concerns.

Note

It is understood that should concerns with the performance of the Superintendent arise during the course of the year, they will be shared with the Superintendent in a timely basis.

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