

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**304.1
BOARD REGULATION
Role Description – Superintendent of Schools**

MAJOR RESPONSIBILITY: The Superintendent of Schools is the chief administrative and executive officer of the Board of Education. The Superintendent is accountable to the Board for carrying out its objectives and management policies, and for providing leadership in educational administration, District planning and instructional programming.

REPORTING RELATIONSHIP: Board of Education

JOB DESCRIPTION:

Relationship with the Board of Education:

1. Assists the Board in the development of Board long-range and short-term goals and objectives.
2. Assists the Board in identifying concerns and setting objectives as appropriate to its role of policy-maker.
3. Ensures that the Board is kept fully informed of the operation of the school system and provides such other information and reports as the Board may require.
4. Assists the Board in the development of policies, such regulations and procedures as may be required to make these policies operative, and ensures that all policies of the Board and the Ministry of Education are fully and effectively implemented.
5. In consultation with the Chair, plans the agenda for Board meetings and provides the Board in advance of meetings with such information as the Trustees may require to deal effectively with Board business.
6. Attends all meetings of the Board and its committees, or arranges for a delegate to attend in the absence of the Superintendent.

Cross Refs: *School Act*, Board Regulation 306.1

Adopted: September 11, 1990
Reviewed: July 15, 1997
Revised: November 24, 1998

7. Ensures that all avenues of conflict resolution have been explored before issues come to the Board.
8. Advises the Board on all matters within its jurisdiction.

Relationship with Schools and Community:

1. Establishes and maintains effective personal and professional relationships with a variety of groups in the community on behalf of the District.
2. Visits schools and maintains contact with District personnel as necessary to be informed of District needs and accomplishments.
3. Gives continuing and regular attention to sustaining a sound program of community relations in concert with the Board.
4. Promotes good relations with staff, parents, District Parents' Advisory Council, school Parents' Advisory Councils and community, and acts as the Board's spokesperson on District matters as required.
5. Facilitates liaison with post-secondary educational institutions with particular attention to the University of the Fraser Valley.

Relationship with Ministry of Education:

1. Ensures that reports and information as may be requested by the Ministry of Education are promptly provided.
2. Performs those duties as specified in the *School Act* and School Regulations of British Columbia.
3. Facilitates processes that will ensure meaningful, outcomes-focused accreditation activities.

Administration:

1. With the assistance of the school district executive team and other professional personnel, administers and supervises the total educational program offered by the Board.
2. Coordinates the operation of all divisions and departments within the school system, and delegates functions and responsibilities as required.
3. Through a staff of business personnel, provides the Board with an efficient and economical business and fiscal operation, and ensures timely provision of appropriate facilities and maintenance thereof.

4. Through staff who deal with the employees of the Board, develops and maintains a relevant, well-organized and sensitive program of personnel administration.

Leadership:

1. With the assistance of District administrative and curriculum support staff, ensures curriculum development and implementation are achieved in an effective manner.
2. Develops and supervises the implementation of appropriate school district planning processes.
3. With the assistance of administrative and supervisory personnel, provides for the continuing evaluation of current educational practices in the school system, the development of plans for the improvement of educational services and the use of programs that will ensure the effective implementation of these plans.
4. In concert with the Secretary-Treasurer, provides the Board with an annual operating budget and such capital expenditure budgets as may be required, and ensures that budgetary plans are implemented and controlled.
5. Ensures that professional development opportunities are available to school district employees.
6. Encourages and supports effective processes for the advancement of technology in curriculum and administration.
7. Models and promotes a high standard of professional leadership, leadership development, effective human relationships and a spirit of educational advancement throughout the District.
8. Accepts responsibility for personal professional growth and knowledge of current and emerging developments in education.
9. Assumes responsibility for providing educational leadership as appropriate outside the school district, extending to the provincial and national scenes.