



Policy 12

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ot-îsi atoskîwin kiskinohamâkîw okimâskô

Role of the Superintendent

Reporting directly to the Board, the Superintendent is the Chief Education Officer of KTCEA and is accountable to the Board for the conduct and operation of KTCEA. Authority. The Superintendent directs school operations towards the achievement of the educational goals established by the Authority and the direction provided by the Strategic Plan. All authority delegated to staff is delegated through the Superintendent. The Deputy Superintendent will act for the Superintendent in his/her absence or in the event of a conflict of interest.

Educational Leadership

The Superintendent shall:

1. Provide leadership in all matters relating to education within KTCEA.
2. Ensure students have the opportunity to access the standards of education set by the Board.
3. Implement education policies established by the Authority.
4. Engage in collaborative leadership based on current research and promising practices.

Fiscal Responsibility

The Superintendent shall:

5. Appoint the Director of Finance.
6. Ensure the fiscal management of the Authority by the Director of Finance is in accordance with the terms or conditions of any funding received by the Authority and is in accordance with government and professional regulations and standards.
7. Ensure the Authority operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
8. Ensure the Board has current and relevant financial information.
9. Directs the preparation of the Capital Plan for submission to the Board.

Personnel Management

The Superintendent shall:

10. Have overall authority and responsibility for all personnel-related issues, except those personnel matters precluded by Board delegation, policy, legislation, or contracts.

11. Support and engage in the development of all staff.
12. Monitor the performance of all staff and ensures appropriate evaluation processes are in place.
13. Ensures the coordination and integration of human resources within the Authority.

Policy

The Superintendent shall:

14. Disseminate and communicate KTCEA Policies, ensuring all employees are aware and comply with KTCEA policies.
15. Ensure the Policy Manual is maintained and up to date and that all personnel have access to KTCEA policies.
16. Following KTCEA approval of new or revised policies, post the policies on the KTCEA website for public access.
17. Meet and confer with staff as required to ensure understanding of policies and needed strategies to ensure effective implementation of policy direction and requirements.
18. Ensure continuous review and evaluation of policies including:
 - 18.1. Calling attention to policies that need revision and/or replacement,
 - 18.2. Reporting annually to the KTCEA Board,
 - 18.3. Providing a schedule for policy review, and
 - 18.4. Providing an assessment of the impact the policy has had since its adoption; and recommendations for continuing, adding to or revising, replacing or rescinding policies.
19. Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and legislation, regulations, and procedures.

Board Relations

The Superintendent shall:

20. Establish and maintain positive professional working relations with the Board.
21. Respect and honor the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
22. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decision.
23. Provide information and updates to the Board in a timely manner.
24. Support the Board in their community engagement.
25. Provide respectful recommendations to support the Board in its work.

Strategic and Operational Planning

The Superintendent shall:

26. Lead the Strategic Planning process including the development of goals, budget, facilities and transportation plans, student improvement, and implement plans as approved.

27. Involve the Board appropriately (Board approval of process and timelines, opportunity for Board input early in the process, final Board approval).
28. Report regularly on results achieved.

Organizational Management

The Superintendent shall:

29. Provide overall direction for the effective management of the organization, including structures, processes, practices, and procedures.
30. Ensure compliance with all legal, governmental, and Board mandates and timelines.
31. Develop a respectful and welcoming workplace environment across the Authority.

Communications and Community Relations

The Superintendent shall:

32. Take appropriate actions to ensure transparent, positive external and internal communications are developed and maintained.
33. Participate actively in community engagement activities in order to enhance and support the educational vision and goals of KTCEA.
34. Develop and approve all public communications.
35. Use an inclusive approach with our partners in education.

Leadership Practices

The Superintendent shall:

36. Practice collaborative leadership that supports the Board's policies and the Strategic Plan.
37. Develop and maintain positive and effective relations with federal, provincial, and regional government departments, agencies, and organizations.

Privacy

The Superintendent shall:

38. Act as the "designated head" for all information and privacy situations, including for the purposes of the Freedom of Information and Protection of Privacy Act.

Additional Responsibilities:

Additional responsibilities may be designated to the Superintendent by the Board through Special Resolution.

- Policy 12- Appendix A Superintendent Evaluation Process Criteria and Timelines (to be developed)
- Policy 12- Appendix B Superintendent Performance Assessment Guide (to be developed)