

POLICY CB – Superintendent

The Superintendent is chief executive officer of the Board and is the chief education officer of the schools.

The duties of the Superintendent shall be set out in the Schedule of Duties included in the Superintendent's contract of employment, together with other such duties as may be required by the Board from time to time.

GUIDELINES & PROCEDURES

The Superintendent is appointed by the Board. The Superintendent, an executive officer of the Board, is the administrative and supervisory leader of the schools, overseeing the day-to-day operations of the division. The Superintendent shall confer with the Board and advise the Board concerning the educational needs of the system. The Superintendent attends all meetings of the Board and exercises, subject to the direction of the Board; general supervision over all schools, employees, property, students; and community services within the division. The Superintendent also assists the Board in the discharge of its duties.

The Superintendent's specific responsibilities shall be:

1. To administer the development and maintenance of a positive educational program designed to meet the needs of the community.
2. To carry out the policies, guidelines and procedures adopted by the Board under the jurisdiction of the Superintendent, subject to provincial legislation.
3. To recommend the number and types of positions required to provide proper instructional personnel for the operation of the school program.
4. To act as signing officer of the Board for certificated staff and support staff.
5. To make recommendations to the Board with respect to school accommodations.
6. To supervise and provide direction for the Executive Team.
7. To assume leadership in formulating policy for consideration by the Board and advise the Board in respect to both policy development and execution.
8. To delegate responsibility and maintenance of communication channels within the administrative structure.
9. To advise trustees on matters of concern or interest.
10. To provide trustees with recommendations and/or such contrary opinions as may be known to the Superintendent.
11. To act as a liaison with other public and private agencies for the mutual benefit of the system and the community, and for adequate representation of educational concerns to the public.

12. To evaluate the staff and the system and provide reports as necessary.
13. To facilitate, in cooperation with the Secretary-Treasurer, the preparation of an annual budget, recommend it to the Board for approval and ensure adherence to budget provisions once Board approval has been given. Ensures regular reporting to the Board of the status of budget revenues and standards as requested.
14. To prepare documentation for Annual Education Results Report
15. To ensure an Education Service Agreement is in place, if necessary.
16. To promote and facilitate professional development of all employees.

The Superintendent shall not, during employment with the Board, engage in any business or undertaking which would interfere with performance of duties as Superintendent, nor shall the Superintendent engage in any other undertaking of an employment or contractual nature except with the prior written approval of the Board.

REFERENCES

Cross References:

Legal Reference:

[*Education Act*](#) - Section 223, 224

[*Superintendent of Schools Regulation*](#)

BM#: 359-95; 76-05; 20190530.1008; 20220428.1005; 20220616.1008; 20250220.1011

Next Review: 2027/2028