

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools, as the chief executive officer of the School Division, will be responsible for the development of policies and for the administration of policies that have been approved by the Board of Trustees. The Superintendent will have general supervisory responsibilities for all school operations, as well as all other support operations of the School Division. As part of these responsibilities, the Superintendent will keep the Board informed of the developments in the whole field of education as these developments may affect Fort La Bosse School Division. The Superintendent will make suggestions and recommendations to promote a total program that will serve efficiently the educational needs of the School Division.

Without in any way restricting the generality of the foregoing, the Superintendent of Schools will:

1. Attend and report at all regular meetings of the Board of Trustees and attend those committee meetings which either the Superintendent or the committee deem it necessary to attend.
2. Advise and assist the Board in the formulation, implementation, and evaluation of Board policies.
3. Consult with Senior Administrators and other staff in the development of administrative procedures and policies to be approved by the Board of Trustees.
4. Interpret Board policies to the staff of the School Division and the members of the community.
5. Submit to the Board, where required by procedural guidelines, recommendations for appointments, promotions, suspensions, dismissals, and retirement of Division employees. In the case of emergency, and where possible with the concurrence of the Chairman of the Board, have the power to suspend any employee with any such suspension to be reported to the Board at its next meeting.
6. Work with the other Senior Administrators and consult appropriate staff members in preparing the annual budget.
7. Recommend administrative personnel, teachers, and other staff for attendance at educational conferences, conventions, seminars, etc., where that authority has not been delegated by Board direction to some other officer.
8. Be the School Division's public relations officer.
9. Recommend to the Board educational courses to be offered by the Division.
10. Interpret Manitoba Education Training and Youth policies and regulations to the Board.
11. Have the power to suspend any public school student subject to the regulations of the Public Schools Act and report such suspension to the Board at its next meeting.
12. Develop and administer an effective teacher supervision and evaluation policy.
13. Keep an accurate record of enrollments and project future school population trends.

14. Recommend to the Board the recruitment and placement or transfer of teaching staff.
15. Deal with complaints and requests from parents and teachers and be prepared to make decisions and/or refer matters to the Board.
16. Develop and maintain a system of assessment and evaluation of student achievement.
17. Hold meetings with in-school administrators on a regular basis and with other employee groups as conditions warrant.
18. Develop and maintain a comprehensive system of staff professional development.
19. Maintain open channels of communication with the Board of Trustees, other Division employees, parents, students, and the general public.
20. Represent the School Division at meetings with METY, other School Divisions, organizations, and businesses as required.
21. Keep abreast of general developments in the field of education and bring to the attention of the Board and the School Division those matters of significance.
22. Provide liaison between the Division's employees and the Board of Trustees.
23. Provide leadership in the development and evaluation of priorities and goals for the School Division and assist in the implementation of actions designed to attain stated goals.
24. Provide administrative guidance and leadership in the supervision of the activities of other Senior Administrators, Principals, and teachers of the Division.
25. Represent the School Division and assist the Fort La Bosse Adult Learning Centre Committee (FLAC) with program and budget planning, as well as required reporting and funding applications to Manitoba Education Training and Youth.
26. In cooperation with Senior Administration and the Chairperson of the Board, prepare detailed agendas for regular and special meetings of the Board of Trustees.
27. Maintain membership in appropriate professional associations and participate in activities and work of such organizations so as to keep informed of modern educational thought and practice.
28. Attend other conferences, seminars, and workshops approved by the Board of Trustees for the purpose of professional development related to the benefit of the School Division.
29. Delegate portions of responsibilities and authority to other School Division personnel, where appropriate, without delegating overall responsibility for results or any portion of accountability.
30. Carry out such other duties as the Board of Trustees or conditions may from time to time direct.

The following areas of “general emphasis” are designed to further clarify some possible “action areas” for the Superintendent:

A. Board Relations:

- Prepare specific reports and studies as required by the Board.
- Report on School Division successes and challenges to the Board.
- Respond to requests for information or clarification from the Board.
- Communicate to the Board about issues of concern.
- Assist with the professional development of new trustees.
- Implement specific actions as directed by the Board.
- Represent the Board and report to Manitoba Education Training and Youth as required.

B. Comprehensive Planning:

- Lead trustees and School Division personnel in a process of ongoing and integrated School Division planning.
- Lead system in annual evaluation of School Division priorities and action plans.
- Train in-school administrators and other personnel in coordinated planning.

C. Community-Public Relations:

- Contact the media as required to share School Division information.
- Interpret School Division opportunities and challenges for the community.
- Inform the community and public about educational programming.
- Respond to the interests and concerns of advisory councils, community groups, and individuals.
- Work with the Advisory Councils for School Leadership on regular communication initiatives like the Council of Council meetings.
- Report regularly at meetings to our stakeholder groups about School Division operations, budget planning, etc.
- Communicate regularly with the public about School Division successes and educational issues through publications, newsletters, press releases, etc.
- Undertake inter-agency initiatives where appropriate to enhance education.
- Investigate and undertake strategic alliances with business where beneficial to the School Division.

D. Personnel Management:

- Undertake specific actions to promote positive employee relations.
- Encourage staff to be innovative and to undertake new and positive initiatives.
- Oversee the administration of staff salary and benefit programs.
- Coordinate all hiring of teaching staff.
- Work cooperatively with in-school administrators in planning and implementing effective school operations.
- Oversee staff supervision and evaluation programs.
- Participate in the “supervision/evaluation yearly action plans” of in-school administrators and other coordinator and consultant staff.
- Coordinate the staff recruitment initiatives undertaken by the School Division.
- Facilitate actions undertaken to address “staff shortages”.

E. Instructional Staff Management:

- Assist the Staffing Formula Committee with the review and modification of the formula as required.
- Direct school-based staffing using the principles of the staffing formula.
- Create enrollment statistics and projections for staffing formula application and reporting as required to Manitoba Education Training and Youth.
- Participate in committees formed to investigate new educational programming or delivery possibilities in schools.

F. Student Services:

- Work cooperatively with staff to provide comprehensive student services.
- Attend school functions, programs, and presentations as available.
- Develop and implement effective student discipline policies.
- Oversee programming and support of students with special needs.
- Liaison with community agencies and organizations concerned with student support services.
- Serve as the School Division representative on the Fort La Bosse School Division – Canupawakpa Dakota Nation Liaison Committee.

G. Business and Fiscal Management:

- Consult with staff to annually determine the educational needs of the Division.
- Forecast financial requirements to meet educational needs.
- Work closely with Senior Administrators and other staff in budget preparation.
- Manage budget allocations, particularly in school-based and instructional areas.
- Report to the Board regularly on financial developments in budget areas.
- Develop recommendations and manage expenditures in compliance with the guidelines and restrictions of Manitoba Education Training and Youth.

H. Facilities Management:

- Work closely with the Supervisor of Operations and school administrators in responding to school facility needs.
- Meet regularly with staff to plan for modification and renovation of schools.
- Participate in the Workplace Safety and Health Committee to provide safe and secure environments for all.