



XXXX: Superintendent of Schools CEO (AP)

Approved: 24 11 12

PROCEDURES

The Superintendent of Schools, within the framework of the *School Act* and School District policy, will have duties generally, but not exclusively, respecting the:

1.0 MINISTRY OF EDUCATION:

- 1.1 To assist in making effective the Act and Regulations and to develop a system of education in conformity therewith;
- 1.2 To be responsible for instructional programs within the District and to be responsible to the Minister for the attainment of the standard of public education as is required by the Minister;
- 1.3 To ensure that proper records are kept in schools and that the provisions of the Act and Regulations are carried out in schools;
- 1.4 To investigate any matter and report as required to the Ministry;
- 1.5 To render any assistance to the Ministry within or outside the District;

2.0 BOARD OF EDUCATION:

- 2.1 To act as the Chief Executive Officer of the Board and to perform such duties as the Board may decide and are approved by the Minister under Section 22 of the Act;
- 2.2 To advise the Board in the exercising of its powers and duties under the Act;
- 2.3 To ensure that short and long term planning is strategically focussed on improving student achievement.
- 2.4 To hire, assign and transfer teachers, principals and vice-principals, subject to the approval of the Board;
- 2.5 To report on the general effectiveness of any school in the District as required by the Board;
- 2.6 To plan and supervise activities of district staff;



- 2.7 To recommend the dismissal or termination of education staff;
- 2.8 To prepare or supervise preparation of enrolment projections;
- 2.9 To investigate and report on any student if required to do so by the Board;
- 2.10 To assist in the preparation of the Board's agenda for meetings;
- 2.11 To attend all meetings of the Board;
- 2.12 To make reports to the Board at regular Board meetings;
- 2.13 To set up and administer educational programs for the Board;
- 2.14 To chair meetings of the Executive Committee;
- 2.15 To participate in the preparation of the Board's annual budget.
- 2.16 To act as spokesperson for the Board in accordance with Board Policy

3.0 PROFESSIONAL STAFF:

- 3.1 Provide leadership in building shared vision and district goals.
- 3.2 To advise and assist principals and teachers in planning for school improvement.
- 3.3 To plan ongoing professional development for principals and vice-principals and district staff.

4.0 SCHOOLS:

- 4.1 To supervise all matters relating to school organization, instruction and discipline in consultation with the professional staff of the district;
- 4.2 To determine when schools shall be closed due to the inclement weather and/or emergency situations;
- 4.3 To control school field trip experiences.

QUALIFICATIONS

- 1. A minimum of a Master's degree.
- 2. A valid British Columbia teaching certificate and membership in the BC Teacher Regulation Branch.
- 3. A number of years' experience as a school principal and as a teacher.
- 4. A good understanding of labour relations and collective agreements.



5. Strong, positive interpersonal skills.

6. Technical skills appropriate for the responsibilities and duties.

EMPLOYEE GROUP

The Superintendent is a member of the Management/Excluded group with applicable salary, benefits and working conditions specified in an employment contract.

REFERENCES AND RESOURCES:

Pacific Rim School District Board Policy 114: Board Delegation of Authority

Pacific Rim School District 210: Superintendent of Schools CEO (P)

School Act Part 3, Division 1, Section 22