ROLE DESCRIPTION: Superintendent of Education

The Superintendent serves as the chief executive officer of the Eastern School District and is responsible to the School Board for educational leadership, for the general administration of all District programs and financial matters, and for the supervision of all schools and personnel within the school District.

DISTRICT RESPONSIBILITIES:

1. To provide educational leadership within the Eastern School District in order to meet the needs of students for quality education in all schools within the District.

2. To advise and assist the School Board in its efforts to provide a quality education, improve the schools, to improve community school relationships, to develop consistent and equitable policies and generally to oversee the administration of the total School District.

3. To advise and assist in the coordination of Board business and the preparation of Board Meeting agendas.

4. To advise and assist the School Board with the establishment of plans and goals.

5. To advise and assist the School Board in the recruitment, employment, management, and evaluation of the staff of the School District.

6. To ensure that procedures are developed to review with principals their performance and the performances of their schools and ensure the implementation of programs and services.

7. To ensure that assistance and support for principals is available in the on-going management of schools, development of school improvement plans and in the facilitation of parental and community involvement.
8. To develop and implement a stakeholders’ communication program to promote public information, understanding and support.

9. To coordinate the development and successful implementation of Board policies.

10. To further the goals of the provincial education system and to work collaboratively with the Department of Education and other educational partners to ensure a high quality education system.

11. To supervise the management of the overall financial affairs of the District.

12. To supervise the work of the Director of School Development, the Director of Curriculum Delivery, the Director of Student Services, the Director of Corporate Services, the Manager of Policy and Planning, and the Confidential Secretary/Administrative Assistant.

13. To assume responsibility for managing the interface with the Department of Education with respect to policy matters.

ACCOUNTABILITY LINES

The District Superintendent is accountable to the School Board.

AUTHORITY TO BE EXERCISED

This position is empowered under Section 61 of the School Act which states that:

Subject to the direction of the School Board, the District Superintendent shall:

- Exercise general supervision and management over the employees of the School Board.
- Be responsible for the general organization, administration and supervision of educational programs and services.
- Be responsible for the operation of the schools in the District.
- Fulfil such other responsibilities as are set out in the regulations or assigned by the School Board.