

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****CBA/AP1-1**

#114092

CCA

**DUTIES AND RESPONSIBILITIES OF  
SUPERINTENDENT/CHIEF EXECUTIVE OFFICER****POSITION TITLE: SUPERINTENDENT/CHIEF EXECUTIVE OFFICER****REPORTS TO:** St. James-Assiniboia School Division Board**SUPERVISES:** All Non-Financial Central Staff and all School-Based Staff

**JOB SUMMARY:** To provide strategic leadership of the Division by working together with the governing Board of Trustees, the Secretary-Treasurer/Chief Financial Officer, and the senior administrative team to determine and lead the educational direction of the school system.

**KEY ACCOUNTABILITIES:**

1. To meet all directives of the Public Schools Act as well as those from Manitoba Education and Early Childhood Learning.
2. To oversee the delivery of programs and services, employees, properties and services within the Division and to hold final administrative authority for the execution of Board policies, regulations and directives.
3. To provide leadership for effective development and implementation of curriculum, and all aspects of teaching and learning.
4. To establish a framework for teaching, learning and assessment for all students and to ensure the educational program meets the needs of all students.
5. To establish a high-performance organization with dedicated, skilled, engaged and student-focused team members, excellent programming and supportive student services and strong fiscal stewardship and investment of resources.
6. To work alongside the Board in its commitment to an equity focus to impact policy, administrative action, instructional practice and representation.

ADOPTED	REVIEWED	REVISED	PAGE
24/Apr/75		6/Feb/24	1 of 3
		Motion 02-04-24	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****CBA/AP1-1**

7. To provide leadership throughout the Division, using an equity lens, to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.
8. To assist in establishing and maintaining a focus on the shared vision of the education for the Division and to collaborate with the Board in enacting its responsibilities, including its vision, and its policies in relation to learning, resource management and policy development.
9. To lead the multi-year strategic planning process and provide direction for divisional planning initiatives, including ensuring effective systems to demonstrate achievement.
10. To interpret policies, mandates and requirements in ways that maintain the congruence between the divisional vision, values, legislated obligations and practice.
11. To provide information and recommendations to the Board to facilitate decision-making.
12. To understand and model professionalism and the values described by the organization's strategic plan, demonstrate ethical behaviour and exercise moral leadership.
13. To oversee the Board's meeting agendas in collaboration with the Chair of the Board (or designate), and to be responsible for any action items, correspondence, and communications that arise from such proceedings.
14. To supervise the deployment and management of divisional resources in accordance with goals, policies and direction with overall authority and responsibility for all personnel-related matters, building operations and maintenance and research and planning.
15. To monitor the development, application and revision of policies and procedures to ensure relevance and congruency with Divisional values and mandates and legislated obligations.
16. To develop effective communication strategies and to maintain positive relationships with all stakeholders, including parents/caregivers, community members, civic and provincial authorities and external organizations.

ADOPTED	REVIEWED	REVISED	PAGE
24/Apr/75		6/Feb/24	2 of 3
		Motion 02-04-24	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****CBA/AP1-1**

17. To act as the Freedom of Information and Protection and Privacy Act (FIPPA) Privacy Officer for the Division.

18. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's degree in Education
- Significant School Division leadership experience at all levels
- Significant experience in instructional leadership
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
24/Apr/75		6/Feb/24	3 of 3
		Motion 02-04-24	