

#114092

CCA

DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT

POSITION TITLE: CHIEF SUPERINTENDENT

REPORTS TO: ST. JAMES-ASSINIBOIA SCHOOL DIVISION BOARD

SUPERVISES: ALL NON-FINANCIAL ADMINISTRATIVE AND SUPERVISORY STAFF

JOB SUMMARY: The Chief Superintendent is in charge of the supervision, administration and coordination of all non-financial phases of the School Division's business. Education, physical plant, and transportation are included within the non-financial phases of the School Division's business. The Chief Superintendent shall keep the Board informed regarding development and progress in these areas. As such, the ability to communicate in both official languages is considered an asset.

DUTIES AND RESPONSIBILITIES:

1. As chief executive officer is responsible for advising and assisting the Board in formulating policy and in implementing policies and directives of the Board.
2. Directs, manages and coordinates all non-financial phases of the organization and operation of the school system through reports from:
 - Assistant Superintendent Education and Program
 - Assistant Superintendent Administration
 - Managers, Human Resources (Professional Staff, CUPE and MANTE Staff)

This includes recruitment and placement of staff, supervision of programs, professional development of staff, organization and operation of special classes, assignment of pupils to schools, construction and maintenance of

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adequate school facilities, public relations, personnel records, and human resources management.

3. Gives public notice and attends all meetings of the Board and appropriate committee meetings.
4. Keeps and takes charge of records and minutes of the Board gives public notice of board meetings and prepares the Board meeting agenda.
5. Supervises the work of the Senior Executive Assistant and preparation of the agenda for school board meetings, receiving Board correspondence, recording of board proceedings and generation of all correspondence arising there from.
6. Prepares and submits to the Board recommendations on matters requiring Board action.
7. Provides resource information and advice as required including guiding the Board on new educational programs and, through regular reports to the Board, keeps trustees informed concerning the operation of the Division. This will include statistical information such as enrolment and staffing. Is responsible for a system of management information and maintains a process that ensures the validity of the information.
8. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
9. Represents the Board at meetings as required.
10. Employs within the establishment and budgetary limits established by the Board necessary staff including department heads, foremen, etc. Excluded from this 'power to employ' are senior officers, employees holding administrative or supervisory positions, principals and vice principals.
11. Accepts resignations and, within policies and budgetary limits established by the Board, grants exchange leave for teachers and cancels or alters that leave.

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12. Promotes non-teaching staff into established positions, except in respect of positions mentioned in (10).
13. Recommends for appointment or promotion the best-qualified and most competent supervisory and administrative personnel.
14. Selects teachers for schools operated by the Department of National Defence, grants leave for service with the Department of External Affairs and selects teachers for similar service. Selects teachers and grants leave for similar service with other government organizations.
15. Assigns and transfers employees as the interest of the Division may dictate, and reports such action to the Board for information and record.
16. Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for final action.
17. Recommends or dismisses Board employees in accordance with Board policy and subject to employee contracts.
18. Revises the job descriptions of M.A.N.T.E., C.U.P.E. and Non-Union Support Staff Employees where necessary.
19. Summons employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational program of the Division.
20. Visits schools.
21. Directs accumulation of community growth data and advises on the adequacy of school accommodation.
22. Delegates, at own discretion to other employees of the Board, the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Director of final responsibility for the action taken under such delegation.
23. Publishes all legal notices concerning the School Division.

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- 24. Requests municipal councils to make improvements in roads and sidewalks adjacent to school sites and enters into agreements on behalf of the Board with respect thereto within policies and budgetary limits established by the Board.
- 25. Acts as signing officer for the School Division.
- 26. In accordance with By-Law 292-18 acts as designated Head of the St. James Assiniboia School Division for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for the duties, powers and responsibilities that have been imposed or granted to the Board of Trustees under this Act.
- 27. Assumes other responsibilities as may be assigned.

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