

School District #62 (Sooke)

ROLE OF THE SUPERINTENDENT	No.: A-11
	Effective: June 23/26 Revised: Reviewed: May 21/26; June 23/26

SCHOOL BOARD POLICY

In accordance with the *School Act*, the Board of Education of School District No. 62 (Sooke) (the “Board”) will appoint the Superintendent of Schools. The Superintendent shall be the School District’s Chief Executive Officer and is responsible for the management and operation of the School District.

The Superintendent will report and be accountable to the Board.

The Superintendent’s key responsibilities are as follows: operational oversight, execution of strategic goals, organizational and educational leadership, community engagement, and ensuring compliance with the District’s policies and procedures, *School Act*, *School Regulation*, Ministerial Orders and Provincial Guidelines, and other applicable legislation.

The following describes the core mandate of the Superintendent:

1. Organizational Culture
 - a. Establish safe, caring, and orderly learning and working environments.
 - b. Ensure the welfare of students and staff.
 - c. Foster an environment of diversity, equity, and inclusion.
 - d. Promote ethical leadership and social responsibility across the organization.

2. Strategic Planning
 - a. Collaborate with the Board on development and implementation of the strategic plan.
 - b. Identify and execute plans to achieve strategic goals established by the Board.
 - c. Regularly report on strategic progress and results.

3. Educational Leadership
 - a. Champion student learning, well-being and achievement across all schools and programs.
 - b. Ensure implementation of provincial educational mandates.
 - c. Promote innovation in curriculum, instruction, and assessment practices.
 - d. Support inclusive education, Indigenous education and equity and anti-oppression priorities.
 - e. Ensure facilities adequately accommodate students.

4. Policy and Administrative Procedures
 - a. Collaborate with the Board on development, implementation, and evaluation of Board policy.
 - b. Develop and implement policies and administrative procedures.
 - c. Inform the Board of material changes to administrative procedures as appropriate.
 - d. Inform the Board of federal, provincial, or local legislative developments that may impact the operations of the Board and/or the District.

5. Leadership Practices
 - a. Provide leadership in all matters relating to the operation of the District.
 - b. Provide supervision over and direction to staff.

- c. Implement policies/directions established by the Board and Ministry of Education and Child Care.
6. Superintendent/Board Relations
 - a. Establish and maintain positive and professional working relations with the Board.
 - b. Serve as principal advisor to the Board on educational, operational and policy matters.
 - c. Respect and honour the Board's role and responsibilities and facilitate the implementation of that role as defined in Board policy.
 - d. Provide timely, accurate, and relevant information to support Board decision-making.
 - e. Facilitate communication between the Board and senior leadership.
 - f. Consult with the Board to develop and implement the district's orientation program for newly elected trustees.
 7. Fiscal Responsibility
 - a. In consultation with the Secretary-Treasurer:
 - i. Oversee the development and implementation of the annual budgets;
 - ii. Oversee the development and implementation of the long-range facilities and five-year capital plans;
 - iii. Identify and manage organizational risks; and
 - iv. Maintain internal controls and reporting systems.
 8. Organizational Management
 - a. Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines.
 - b. Report to the Minister with respect to matters identified in and required by the *School Act* or Ministry of Education and Child Care.
 - c. Oversee development and implementation of processes for gathering, analyzing, and using data for decision-making.
 9. Human Resources Management
 - a. Responsible for all personnel-related matters including hiring and termination decisions, except for with respect to matters specifically reserved to the trustees by legislation, collective agreements, or Board policy.
 - b. Ensure compliance with collective agreements, terms and conditions of employment and employment legislation.
 - c. Establish and maintain an effective organizational structure.
 - d. Ensure adequate succession planning is in place for key positions.
 - e. Support the Board in its role as employer by ensuring an understanding of the duties and responsibilities arising from relevant collective agreements and matters related to local collective bargaining.
 10. Communication and Community Relations
 - a. Ensure open, transparent, and positive external and internal communications are developed and maintained.
 - b. Act as primary spokesperson, in collaboration with the Board Chair, for the operations of the District.
 - c. Develop and maintain positive and effective relations with provincial and regional/local governments, departments, and agencies.

11. Accountability

- a. Report to the Board on progress of strategic and operational goals.
- b. Comply with reporting requirements as established by the *School Act*, *School Regulation*, Ministerial Orders and Provincial guidelines.
- c. Report to the Board with respect to performance reviews and related action plans.

12. Other Duties

- a. The Superintendent may assist the Board with:
 - i. Creating a positive and provincial profile of Sooke Schools.
 - ii. Other duties as assigned by the Board.

References

School Act, R.S.B.C., 1996, c. 412

School Regulation, B.C. Reg. 265/89