Policy 10: Role of the Superintendent

Purpose:

The Superintendent is the chief executive officer of the Board and is responsible for the organization, management and supervision of the District. The Superintendent is accountable to the Board for the responsibilities assigned to the position by the Board. The Superintendent is also accountable to ensure that the curriculum, policies and practices within the District comply with GNWT legislation, policies and curriculum guidelines.

Where the Superintendent delegates authority to District staff, the Superintendent retains ultimate responsibility to the Board for the tasks performed and the results achieved.

Specific Areas of Responsibility

1. **Educational Leadership** - The Superintendent shall:

- Provide leadership in all matters relating to education in the District.
- Ensure students in the District have the opportunity to meet the educational standards determined by GNWT legislation.
- Knowledgeable of current educational research, methodology, issues and trends
- Models life-long learning
- Upholds high ethical standards
- Implement education directives as established by the Board and/or GNWT legislation.

2. **Student Focus**

- Devoted to meeting student needs first
- Ensures that each student is provided with a quality education while fostering and maintaining a
- welcoming respectful, safe, caring, and inclusive environment
- Strong commitment to student achievement and success in all curricular areas
- Committed to healthy lifestyle, citizenship, and character development of students
- An understanding of and commitment to best practices in education and learning

3. **Northern and Indigenous Context**

- Ability to work within a Northern, cross-cultural environment
- Understanding of Indigenous culture and history, and commitment to reconciliation

4. **Fiscal Responsibility - The Superintendent shall:**

- Effectively supports the Board in the execution of its fiduciary responsibilities
- Ability to lead the budget process in collaboration with the Board
- Ability to supervise financial operations

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- Uses available resources effectively and efficiently to meet strategic priorities and statutory requirements
- Ensures financial processes are prudent, accountable, transparent and readily understood by the public
- Ensure the fiscal management of the District by the Director of Corporate Services is in accordance with the terms and conditions of any funding received.
- Ensure that the District operates in a fiscally responsible manner and in accordance with Public Standards Accounting Board standards and principles.

5. **Human Resources - The Superintendent shall:**

- Have authority and responsibility for all personnel-related issues, except for those mandated in Board policy, labour legislation or collective agreements.
- Ensures that all staff are monitored and evaluated.
- Be responsible for succession planning, well-being, and professional development of all staff
- Ability to mentor and coach staff for maximum effectiveness and to utilize their unique strengths, talents and develop leadership potential in others
- An ability to effectively manage and implement change
- Demonstrates effective labour management skills
- Effective conflict resolution skills
- Professional, approachable, well-developed interpersonal skills
- Supportive team-building skills and ability to bring out the best in others
- Celebrates the successes and recognizes the achievements of others, while accepting responsibility for organizational failures
- Committed to continuous improvement of self, others, and the organization
- Maintains a healthy balance between personal life and work.

6**. Policy and Procedures - The Superintendent shall:**

- Honour and facilitate the Board's role in establishing policy.
- Be responsible for the development, implementation, evaluation and revision of Administrative Procedures. These Procedures shall be reviewed annually.
- Displays knowledge of the policy process and an ability to facilitate the Board's work regarding policy issues and related procedures

7. **Superintendent/Board Relationships - The Superintendent shall:**

- Establish and maintain positive, professional working relations with the Board.
- Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board policy.
- Maintains effective reporting structures with the Board

- Ability to develop and implement measurable reporting matrix to enhance Board oversight of the District

8. **Strategic Planning and Reporting** - The Superintendent shall:

- Ensures alignment with the Board's strategic direction
- Facilitate the planning process for the development of the Board's strategic directions.
- Be involved appropriately by the Board in the development process of the strategic plan (eg: Board approval of process and timelines, Board identification of priorities and key results, opportunity for Board input in the process, final Board approval.)
- Implement the strategic plan as approved by the Board.
- Report at least annually on the results achieved in the strategic plan.

9. **Organizational Management** - The Superintendent shall:

- Demonstrate effective organizational skills resulting in District compliance with Board directives and timelines.
- Report to the Minister on matters required by legislation and regulations.
- Fosters a positive safety culture for students and staff
- Provides effective asset and facilities management
- Ability to work effectively with the Department of Education, Culture and Employment, and become knowledgeable of, and conversant with legislation, policies, programs and funding mechanisms

10. **Communications and Community Relations** - The Superintendent shall:

- Ensure positive internal and external communications are developed and maintained.
- Develop and maintain positive and effective relations with government agencies, such as the GNWT and the City of Yellowknife.
- Proactive and effective skills resulting in community understanding and support of Board direction
- Solicits, interprets, and utilizes feedback effectively
- Provides clear public direction, consistent with Board and Government mandates
- Positive ambassador for the District
- Works effectively with media and stakeholders to profile the successes of the District, and to deal with issues in a manner which builds public confidence
- Conversant with current communications tools
- Purposefully visible in schools

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11**. Leadership Practices** - The Superintendent shall:

- Ability to develop a team of professionals who are united and motivated to meet the needs of all learners
- Ability to nurture a positive and progressive organizational culture marked by innovation, success, collaboration and staff wellness.
- Through transformative leadership, work towards creating a modern corporate organization
- Ability to maximize the District's access to existing and emerging opportunities
- Supporter of inclusive education; has an ability to meet the unique challenges of students with special needs
- Inclusive, collaborative, and transparent decision-making skills, balanced with the ability to make necessary decisions
- Ability to support positive working relationships within and between schools
- Sets high standards and holds themselves and others accountable for meeting those standards

References/Related Documents:

- *Education Act*
- Administrative Procedures Revision

Revision History			
Revision	**Revision Description**	**Approved Date**	**Review Date**
1-3	Adopted and revised before the revision table was included. Going forward a summary of the changes will be included in this table as they are approved.	May 2008 April 2015 December 2019	2022-2026 Board of Trustees

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4	Added to Educational Leadership: • Knowledgeable of current educational research, methodology, issues and trends • Models life-long learning • Upholds high ethical standards Added two new sections: **2. Student Focus** • Devoted to meeting student needs first • Ensures that each student is provided with a quality education while fostering and maintaining a • welcoming respectful, safe, caring, and inclusive environment • Strong commitment to student achievement and success in all curricular areas • Committed to healthy lifestyle, citizenship, and character development of students • An understanding of and commitment to best practices in education and learning 3. **Northern and Indigenous Context** • Ability to work within a Northern, cross-cultural environment • Understanding of Indigenous culture and history, and commitment to reconciliation Updated item "4 – Fiscal Responsibility – The Superintendent shall:" • Effectively supports the Board in the execution of its fiduciary responsibilities • Ability to lead the budget process in collaboration with the Board • Ability to supervise financial operations • Uses available resources effectively and efficiently to meet strategic priorities and statutory requirements • Ensures financial processes are prudent, accountable, transparent and readily understood by the public Updated item 5 with the addition of: • Ability to mentor and coach staff for maximum effectiveness and to utilize their unique strengths, talents and develop leadership potential in others • An ability to effectively manage and implement change • Demonstrates effective labour management skills • Effective conflict resolution skills • Professional, approachable, well-developed interpersonal skills • Supportive team-building skills and ability to bring out the best in others • Celebrates the successes and recognizes the achievements of others, while accepting responsibility for organizational failures • Committed to continuous improvement of self, others, and the organization • Maintains a healthy balance between personal life and work. Updated item 6 with the addition of: • Displays knowledge of the policy process and an ability to facilitate the Board's work regarding policy issues and related procedures Updated item 7 with the addition of: • Maintains effective reporting structures with the Board • Ability to develop and implement measurable reporting matrix to enhance Board oversight of the District Updated item 8 with the addition of: • Ensures alignment with the Board's strategic direction Updated item 9 with the addition of: • Fosters a positive safety culture for students and staff • Provides effective asset and facilities management	March 2024	

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	• Ability to work effectively with the Department of Education, Culture and Employment, and become knowledgeable of, and conversant with legislation, policies, programs and funding mechanisms Updated item 10 with the addition of: • Proactive and effective skills resulting in community understanding and support of Board direction • Solicits, interprets, and utilizes feedback effectively • Provides clear public direction, consistent with Board and Government mandates • Positive ambassador for the District • Works effectively with media and stakeholders to profile the successes of the District, and to deal with issues in a manner which builds public confidence • Conversant with current communications tools • Purposefully visible in schools Updated item 11 with the removal of: • ~~Lead in a manner that is viewed by the Board as being effective and positive.~~ And addition of: • Ability to develop a team of professionals who are united and motivated to meet the needs of all learners • Ability to nurture a positive and progressive organizational culture marked by innovation, success, collaboration and staff wellness. • Through transformative leadership, work towards creating a modern corporate organization • Ability to maximize the District's access to existing and emerging opportunities • Supporter of inclusive education; has an ability to meet the unique challenges of students with special needs • Inclusive, collaborative, and transparent decision-making skills, balanced with the ability to make necessary decisions • Ability to support positive working relationships within and between schools • Sets high standards and holds themselves and others accountable for meeting those standards		
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