

DUTIES OF THE SUPERINTENDENT

TITLE: SUPERINTENDENT OF SCHOOLS

REPORTS TO: THE SEVEN OAKS SCHOOL BOARD

The Superintendent is the Chief Executive Officer of the Seven Oaks School Division. His/her primary responsibility is to provide leadership to the board, staff and community of Seven Oaks in realizing the division's mission statement.

The Superintendent's specific responsibilities relate to governance of the school division, educational leadership of the school division and management of the school division.

Governance

1. Work with and for the Board of Trustees to develop programs, initiatives, policies and an annual budget that helps realize the division's mission statement and the education priorities of the Seven Oaks community as established by the Board.
2. Provide the board with the information it needs to plan for the present and future needs of the children and community of Seven Oaks.
3. With the guidance of the Chairperson and Vice-Chairperson prepare the board agenda and supporting documentation for board meetings and ensure that board committees receive the support they require.
4. Works with and for the board to ensure that the board continually develops its capacity to represent the community and govern the division effectively.
5. Serve together with the Board Chair as the Division's spokesperson to the community and the media.
6. Works with and for the board to ensure that its policies and government processes are congruent with the legal requirements and provincial policy directives governing public education and schools as learning and work environments.

Educational Leadership

1. Ensure that the division's mission statement is understood and guides the actions and judgements of division staff as they exercise their responsibilities.
2. Works to develop the capacity of the division, its schools and staff to meet the needs of children and the community.
3. Provide a framework for teaching and learning in the division that values professional learning, research, data, employee growth and responsiveness to our students and our community.
4. Works to enhance communication and relationships among all members of the educational community.
5. Participates as an individual in appropriate local, provincial, regional, national, and international organizations which promote the general goals of public education for purposes of liaison and professional development.

Management

1. Oversee the management of divisional resources in accordance with divisional priorities and the budget established by the board of trustees.
2. Make personnel recommendations to the Board.
3. Provide supervision and support to the senior management team and with his/her assistant superintendents provide liaison, support and supervision to all principals and supervisors.
4. Assists the Board in collective agreement negotiations with employee groups and oversees the implementation and administration of collective agreements.
5. Perform all other duties assigned by the Board.

The Superintendent is authorized to act when necessary on his/her own discretion in matters not covered by Board policy with the understanding that such actions will be reported to the Board as soon as practicable thereafter. The Superintendent may delegate duties to other employees of the division with the understanding that such delegation does not relieve the Superintendent of final responsibility for the action taken.

Annually the Board will review the Superintendent's work with reference to this job description and to the divisional plan.