

ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific Areas of Responsibility

1. Educational Leadership

- 1.1. Provides leadership in all matters relating to education in the Division.
- 1.2. Ensures students in the Division have the opportunity to meet the standards of education set by the Minister and the Board.
- 1.3. Provides leadership that supports and promotes the equitable access to high quality teaching and learning opportunities and experiences for all students.
- 1.4. Works collaboratively with the corporate Board, staff, students, parents, School Councils, and community members in establishing an inclusive, accessible, and innovative culture of education.
- 1.5. Implements education policies established by the Board and directives of the Minister.
- 1.6. Demonstrates leadership practices that support, promote, and encourage all stakeholders to act in ways that reflect the Division's Core Values.

2. Student Welfare

- 2.1. Provides each student with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2. Meets the social, physical, intellectual, cultural, spiritual, and emotional growth needs of students are met in the overall school environment.
- 2.3. Prioritizes the safety and well-being of students within the school building, during the school day or by electronic means.
- 2.4. Provides adequate facilities to accommodate Division students.
- 2.5. Acts as, or designates, the attendance officer for the Division.

3. Fiscal Responsibility

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any grants received by the Board under the Education Act or any other applicable Act or regulation.
- 3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Directs the development of and monitors the budget for the Division.
- 3.4. Ensures the Board has current and relevant financial information.
- 3.5. Directs the preparation of the Three Year Capital Plan for submission to the Board.

4. Personnel Management

- 4.1. Has overall authority and responsibility for all personnel-related issues, save and except the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 4.2. Monitors the performance of all staff and ensures appropriate evaluation and remediation processes are in place.

5. Policy

- 5.1. Provides leadership in the planning, implementation and evaluation of Board policies.
- 5.2. Develops and keeps current Administrative Procedures that are consistent with Board and provincial policies, regulations, and procedures.

6. Superintendent / Board Relations

- 6.1. Engages in and maintains positive professional working relations with the Board.
- 6.2. Honours and facilitates the implementation of the Board's role and responsibilities defined in Board policy.
- 6.3. Keeps the Board informed of Divisional matters, especially of a controversial and/or highly sensitive nature, in a timely manner as appropriate.
- 6.4. Participates in an annual evaluation to be conducted by the Board and designates as directed by the Board.

7. Strategic Planning

- 7.1. Leads the Strategic Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.
- 7.2. Works collaboratively with the Board to determine the strategic goals and priorities as well as the desired processes and timelines.
- 7.3. Reports regularly on results achieved.

8. Organizational Management

- 8.1. Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2. Reviews, modifies, and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.3. Reports to the Minister with respect to matters identified in and required by the Education Act.
- 8.4. Acts as the "Chief Officer" within the Public Interest Disclosure Act and ensures that the Board is notified when the Act is implemented within the Division.

9. Communications and Community Relations

- 9.1. Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2. Engages parents annually to assess their satisfaction with the services provided and the responsiveness of the Division.
- 9.3. Maintains effective relationships within the system and the community served by the system.
- 9.4. Acts as the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 9.5. In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.

10. Leadership Practices

- 10.1. Practices leadership in a manner that aligns with the Division's Core Values, directives of the Board and the Minister, and reflects best practices in the field.
- 10.2. Ensures that meaningful collaboration arises from relationships built on trust, honesty, and respect.
- 10.3. Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

11. Health and Safety

- 11.1. Provides a statement of policy relating to the Division safety program. The statement demonstrates a commitment and philosophy that sets levels of expectation for safety performance throughout the Division.
- 11.2. Conducts an annual tour of worksites.
- 11.3. Provides immediate direction in an emergency that has the potential for a fatality, personal injury, and health exposure or property damage.
- 11.4. Understands and implements the health and safety program as well as assures compliance with the Occupational Health and Safety Act, Regulation and Code.
- 11.5. Provides all supervisory staff with an understanding of this health and safety program as well as relevant parts and sections in the Alberta Occupational Health and Safety Act, Regulation and Code.

- 11.6. Provides all employees access to a copy of the Alberta Occupational Health and Safety Act, Regulation and Code.
- 11.7. Ensures that health and safety issues receive adequate attention during staff meetings.
- 11.8. Provides ongoing health and safety education programs and approves first aid training courses as required.
- 11.9. Monitors employees and holds them accountable for their individual health and safety performance.
- 11.10. Takes reasonable precautions to protect the safety of the employees and workers in relation to Division worksites.

HPSD Appendices

[Appendix 11A – Evaluation Process Criteria and Timelines for Superintendent](#)

[Appendix 11B - Performance Assessment Guide \(PAG\) for Superintendent](#)

Legal References

Education Act, Sections 8, 11, 33, 35.1, 52, 53, 222, 223, 224

Freedom of Information and Protection of Privacy Act

Public Interest Disclosure Act

*Alberta Occupational Health and Safety Act,
Occupational Health and Safety Regulation, and
Occupational Health and Safety Code*

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