



# **Policy: Duties and Responsibilities of the Superintendent of Schools and Chief Executive Officer**

## **Policy Number: BB**

## **Policy Type: School Board Governance and Operations**

### **Policy:**

The Hanover School Division Board of Trustees recognizes the importance of having a qualified and competent person in charge of the management of the school division. Therefore, the Hanover School Division Board of Trustees designates the Superintendent as the Chief Executive Officer of the Board and the Chief Education Officer of the Division, and delegates to the Superintendent responsibility for the overall administration, conduct, and operation of the Hanover School Division.

### **General Responsibilities**

The Superintendent is responsible for and accountable to the Board for:

- the general supervision and direction over the educational and support staff employed by the board;
- the general organization, administration, supervision and evaluation of all Board approved policies, regulations, directives and educational programs;
- the execution of the divisional strategic plan and budgeting process;
- the operation of all schools and departments in the division;
- ensuring compliance with all legal, legislative or Ministerial requirements of the province;
- reporting to the Minister of Education regarding all matters identified in and required by the Public Schools Act and related legislation.

The Superintendent is the first professional Officer of the Board and the sole official connection between the Board of Trustees and the operation of the school division. The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues.

### **Guidelines**

Duties, Authority and Responsibilities of the Superintendent/CEO (Subject to the established policies and the direction of the Board)

#### **1. Educational Philosophy, Vision and Values of the Board**

- Assists the Board in establishing and maintaining a focus on creating and maintaining a learning environment that enriches the lives of every student, maximizes their engagement and learning potential, provides opportunities for them to develop meaningful relationships, to be challenged and successful, and to prepare them to be active and lifelong learners.
- Works with and engages the Board in understanding its responsibilities, including its vision, and its policies in relation to learning, resource management and policy development.
- Understands and models appropriate values, demonstrates ethical behavior and exercises moral leadership.

- Provides direction for divisional planning initiatives including the involvement of all relevant constituents in the planning process.
- Provides information and recommendations to the Board to facilitate decision making

## **2. Governance and Policies**

- Provides leadership throughout the division to promote the safety, welfare, learning and inclusion of all students and staff within the diverse and multicultural context of a public education system and its communities.
- Assists the Board in the development and implementation of Divisional Priorities.
- Monitors and provides leadership in the interpretation, development, implementation, evaluation and revision of all Board policies and administrative procedures, ensuring their relevance and congruency with divisional values, legislated obligations and the mandates of the division.

## **3. Professional Practices**

- Provides leadership in the development, monitoring, assessment, and revision of a framework for teaching and learning that meets the needs of all students and staff within the division.
- Establishes an infrastructure of democratic practices and structures that involve school community members in broad-based, skillful participation in the work of divisional leadership.
- Ensures collaboration amongst government departments, community agencies, universities, and other provincial organizations.
- Secures essential resources, including finances, time, talent and ideas to carry out the work of the Board.
- Administers and supervises the educational, financial, personnel, building operations and maintenance and research and planning functions of the division through the provision of direction and guidance to appropriate senior administrative staff.
- Supervises the development and management of the use of divisional resources – human, material and financial – in accordance with divisional priorities, policies, and direction.
- Develops effective communication strategies and relationships with all members of the community.

## **4. Operations**

- The Superintendent shall have the power to act in cases where action must be taken within the school system where there is no Board policy. Any actions taken by the Superintendent will be reported at the next regular board meeting.
- The Superintendent shall have the authority to sign any by-law of the division or any other documents usually signed by the Secretary-Treasurer.
- In order to protect the Board and the school division from the sudden loss of the services of the Superintendent/CEO, an area Superintendent will be designated as the acting Superintendent if the Superintendent/CEO is unable to work and will act on behalf of the Board until such time as the Superintendent/CEO returns to work or is replaced.
- The Superintendent shall, with the Chairperson of the Board, be in charge of setting the agenda for all Board meetings.
- Attends all meetings of the Board and may attend any committee meetings except where his/her own tenure, salary, or evaluation are under consideration.
- May at his/her discretion call upon any staff member to report to the Board or its committees when deemed appropriate.
- Submits to the Board recommendations for appointments, promotions, dismissals and retirement of instructional and supervisory staff. In case of emergency, with the concurrence of the Chairperson of the Board, have power to suspend an employee; any such suspensions are to be reported to the board at its next meeting.
- Interprets Board policy to the staff of the school division and to members of the community.
- Directs the creation, maintenance, and distribution of all procedural and operations manuals.
- Interprets and ensures the enforcement of regulations of Manitoba Education.

- Ensures that proper records are maintained for the effective and efficient operation of the school division.
- Compiles reports and records required by the Board and Manitoba Education.
- When dealing with a student or a group of students who participate in conduct that the Superintendent deems injurious to the welfare of other students or the school, authorize the suspension or the student or students, for a period not exceeding six weeks.
- Delegates portions of responsibilities (not overall) and authority to subordinate supervisory personnel.
- Oversees and provides guidance, supervision and leadership to the area Superintendents, Superintendent of student services, secretary-treasurer, assistant secretary-treasurer, director of facilities, director of transportation, director of technology, and school principals.
- Works with representatives of Manitoba Education, provincial and civic agencies, universities, unions, associations, and any other organizations deemed necessary.
- Continues to further personal professional development and maintains membership and participates in all appropriate professional organizations.

## 5. Personnel

- In as far as delegated by the Board of Trustees, the Superintendent/CEO is responsible for and has the authority to deal with personnel-related issues including the selection, promotion, tenure and termination of senior administrative personnel, professional education staff, paraprofessionals, and support staff.
- Conducts regular performance assessments of all personnel reporting directly to the Superintendent.
- Co-ordinates the recruitment and hiring procedures of all staff.
- Creates and revises the position descriptions of administrative personnel who report directly to the Superintendent.
- Recommends any organization changes that may be required to meet any changing or developing needs of the school division.

## 6. Finance

- Ensures that the division operates in a fiscally responsible manner, adhering to all public sector accounting standards, and all terms and conditions of funding received from the government under the Public Schools Act or any other provincial application of the Act or regulations.
- Manages the approved annual operational budget for the division provided by the Board of Trustees.
- Presents annual operating and capital budgets for the Board of Trustees that reflects the costs of operating the school division and educational programming.

Date Policy Created:	November 1, 2002
Date of last Review:	June 2, 2026
Reference(s):	The Public Schools Act / Section 51; Section 52(1) The Human Rights Code The Employment Standards Code The Freedom of Information and Protection of Privacy Act The Personal Health Information Act The Personal Information Protection and Electronic Documents Act
Related Forms:	<ul style="list-style-type: none"> <li>• Resource Document: The Superintendency: A Resource Document to Guide Shared Leadership by School Boards &amp; Superintendent</li> <li>• Positive Problem Solving Matrix</li> </ul>