



ANGLOPHONE EAST SCHOOL DISTRICT

POLICY TYPE: COUNCIL/SUPERINTENDENT LINKAGE

POLICY NO: 3.2 - SUPERINTENDENT JOB DESCRIPTION

APPROVED: OCTOBER 3, 2001

REVISED: October 15, 2013

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**POLICY:** AS THE COUNCIL'S SINGLE OFFICIAL LINK TO THE OPERATING ORGANIZATION, THE SUPERINTENDENT'S PERFORMANCE SHALL BE CONSIDERED TO BE THE SAME AS THE ORGANIZATIONAL PERFORMANCE AS A WHOLE.

- 1.0 The duties of the Superintendent are defined as per section 48 of the Education Act. Appendix A
- 2.0 The Superintendent shall meet the expectations as set out in DEC Policies on Ends and Superintendent Limitations.
- 3.0 The Superintendent shall present an executive monthly report to the DEC at each regular business meeting.
- 4.0 The Superintendent shall keep the Council up to date on issues, areas of interest and/or concerns.
  - 4.1 The Superintendent shall report bi-weekly on matters of interest.
  - 4.2 The Superintendent shall inform the Council on matters of a more pressing nature such as school emergency, student emergency or staff emergency as soon as possible.
  - 4.3 The Superintendent shall provide a brief mid-year up-date on progress regarding the Growth Plan, Ends Policies and Superintendent Limitation Policies.

**MONITORING:**

**Method(s):** As in Policy 3.3

## Appendix A

# Duties of the Superintendent Education Act Section 48

### Duties of superintendents

**48(1)** A superintendent is accountable to the District Education Council concerned for the management of programs and resources, for the quality of learning and for the implementation of the district education plan and district expenditure plan in the school district in respect of which the superintendent is appointed or reappointed.

**48(2)** The duties of a superintendent, with respect to the school district for which the superintendent is appointed or reappointed, include:

(a) providing leadership in the school district in promoting quality education, enhanced community involvement and the efficient delivery of services,

(b) coordinating and administering the educational programs and educational services prescribed by the Minister,

(b.1) ensuring the implementation of best practice in teaching and evaluation methodology,

(b.2) ensuring that school district and provincial policies are followed by school personnel,

(c) having primary responsibility for the preparation and implementation of the district education plan and the district expenditure plan for the school district,

(d) having primary responsibility for the preparation of a district performance report, in such format as may be determined by the Minister, for submission annually to the District Education Council and the Minister,

(e) Repealed: 2000, c.52, s.49.

(f) ensuring the allocation, management and development of all human resources in the school district,

(f.1) ensuring that the performance of school personnel is evaluated, in accordance with the regulations,

(f.2) consulting with the Parent School Support Committee concerned, in accordance with paragraph 33(2)(d), when conducting a performance evaluation of a principal or a vice-principal,

(f.3) attending and participating in official meetings of the District Education Council,

(g) providing for the effective and efficient management of available financial resources, and

(h) ensuring effective communication links, procedures and mechanisms are in place.

**48(3)** A superintendent may, except with respect to the superintendent's duties provided for under subsection (2), designate persons to act on behalf of the superintendent.