



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

2.5 Superintendent of Schools

The Superintendent of Schools is the Board of Education's Chief Executive Officer who shall, under the general direction of the Board, have general supervision and direction over the educational staff employed by the Board and shall be responsible for the general organization, administration, supervision and evaluation of all educational programs and for the operation of schools in the district. This shall include providing educational and managerial leadership to the District, administering the Board's policies, programs and services, managing its personnel and its public relations program. Duties and responsibilities of the Superintendent of Schools are as prescribed by the provisions of the School Act, Regulations and Ministerial Orders as well as further responsibilities established by the District and described in Board policy.

Specific Duties

1. Assisting in making the School Act and Regulations effective and in carrying out a system of education in conformity with the Orders of the Minister.
2. Advising and assisting the Board in exercising its powers and duties.
3. Advising and assisting the Board with respect to its responsibilities and levels of effectiveness especially in regard to policy development and the implementation, evaluation and attainment of the Board's goals and objectives.
4. Establishing expectations for pupil achievement with respect to curricular and co-curricular programs
5. Establishing and maintaining a positive relationship and effective lines of communication with the Board, its staff and students, parents, the community, external agencies and the Ministry of Education.
6. Developing and maintaining a positive educational and working environment within the district.

7. Using the consultative process with district and school-based staff to provide advice, direction, planning and supervision of district programs, services and schools.
8. Evaluating and reporting on personnel, programs, schools and student development and achievement.
9. Ensuring processes that provide for the safety, welfare and conduct of pupils while they participate in school programs and activities.
10. Researching and assisting in the negotiation of the teachers' collective agreement and administering the agreement according to district expectations.
11. Managing personnel with respect to selection, transfer, supervision, discipline, professional development, negotiations and contract management.
12. Assisting the Board in the development of budget strategies and ensuring expenditure planning and control.
13. Providing leadership and direction to the public relations program of the district.
14. Managing school support services, including maintenance, janitorial and transportation.
15. Being aware of current trends, developments and innovations affecting the public school system and assisting in the management and development of change.
16. Participating in professional development, in-service and any other activities that will promote personal and professional effectiveness.
17. Coordinating the district's long-range planning.
18. Attending and participating in Board meetings and any of its committees.
19. Developing, with the Board Chair, an agenda for Board meetings and ensuring that information for trustees is properly distributed.
20. Performing additional duties as assigned by the Board of Education.