

## **SUPERINTENDENT POWERS AND RESPONSIBILITIES**

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The superintendent shall be the chief executive officer of the school system and shall have, under the direction of the board, general supervision of all of the public schools and of all the personnel and various personnel departments of the school division.

The superintendent is responsible for the management of the schools under the board's policies and is accountable to the board. 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. The superintendent shall report such action at the next regular board meeting.

The superintendent, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by vote of the board. The delegation of power or duty, however, shall not relieve the superintendent of responsibility for the action taken under such delegation.

(1) **General Responsibilities**

Provides leadership to the board of trustees in determining the educational direction of the school system. Directs and coordinates the provision of all programs and services. Provides overall administrative guidance to staff toward the achievement of division goals. Assists the board of trustees in overall planning, organization, motivation, coordination and control of the school system. Prepares and presents recommendations to the board of trustees with respect to the formulation of policies for the division.

(2) **Duties, Authority and Responsibilities**

Subject to the established policies and the direction of the board of trustees:

(a) **Operations**

- (i) Directs, coordinates, controls, and evaluates all functions of the school division.
- (ii) Ensures the implementation of policies as established by the board of trustees.
- (iii) Assists the board of trustees in decision-making and policy formulation; ensures that the board of trustees has appropriate information in order to make the best-informed decisions.
- (iv) Establishes procedures for effective and efficient operations in all departments of the school division

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- (v) Attends all meetings of the board of trustees and such committee meetings deemed necessary by the board of trustees and the superintendent.
- (vi) Keeps abreast of general developments in the field of education and brings to the attention of the board of trustees, administration, principals and teachers, those of significance for this school division
- (vii) Develops and maintains adequate internal and external communications systems with respect to the functions of the school division.
- (viii) Reports regularly to the board of trustees on the progress of the school system and its components toward the attainment of approved objectives.
- (ix) Interprets board policy to the staff of the school division and to members of the community.
- (x) Directs the preparation, maintenance, and distribution of manuals of approved board policies and operating procedures.
- (xi) Keeps informed on legislative changes or new legislation affecting the operation of the school division. Provides interpretation in this regard to the board of trustees and staff.
- (xii) Interprets and ensures the enforcement of regulations of the provincial department of education.
- (xiii) Interprets provincial department of education policies and regulations to the board of trustees.
- (xiv) Keeps well informed of all aspects of the educational program within the school division.
- (xv) Encourages the initiation and investigation of new ideas, provides opportunity for experimentation, and ensures the implementation of worthwhile innovations.
- (xvi) Assists in the establishment of short and long-term objectives for the school division to the board of trustees. Ensures the preparation of plans and programs for the attainment of approved objectives.
- (xvii) Ensures that proper records are maintained for the effective and efficient operation of the school division.
- (xviii) Authorizes the suspension, for a period not exceeding six weeks, of a pupil or pupils who persist in conduct that the superintendent deems injurious to the welfare of the school.

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- (xix) Compiles reports and records prescribed by provincial department of education and the board of trustees.
  - (xx) Authorizes the placement of students requiring special out of division programs to appropriate locations.
  - (xxi) Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the board of trustees.
  - (xxii) May delegate portions of responsibilities and authority to subordinate supervisory personnel, but may not delegate overall responsibility for results of any portion of accountability
  - (xxiii) Authorizes transportation for students in special situations or in short-term difficulty.
  - (xxiv) Performs other duties as assigned from time to time by the board of trustees
- (b) **Finance**
- (i) Develops and coordinates recommendations for the annual functions and activities of the school division and presents to the board of trustees the financial expression of those functions and activities in the annual operating and capital budgets.
  - (ii) Receives from the board of trustees an approved budget for the annual functions and activities of the school division. Directs the maintenance of expenditures within the limits prescribed.
- (c) **Organization**
- (i) Recommends to the board of trustees changes in the structure and functions of the division's administrative organization to meet the needs of the school division.
  - (ii) Prepares and amends, as necessary, for the approval of the board of trustees, the position descriptions of administrative personnel who report directly to the superintendent.
- (d) **Personnel**
- (i) Directs the recruitment procedures of all personnel directly responsible to the superintendent.
  - (ii) Recommends to the board of trustees the selection, promotion, tenure and termination of all personnel who report directly to the superintendent.

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- (iii) On the advice of the assistant superintendent of human resources recommends to the board the selection, promotion, tenure and termination of all other professional educational personnel, paraprofessionals, library technicians, and others assigned to school units.
- (iv) Conducts regular performance assessments of all personnel reporting directly to the superintendent.

### (3) Relationships

- (a) Is responsible directly to the board of trustees.
- (b) Provides administrative guidance and leadership to and supervises the activities of the assistant superintendents, and secretary-treasurer, and the school principals of the division.
- (c) Conducts such relationships with representatives of provincial department of education, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba School Board Association, Manitoba Association of School Superintendents, and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.
- (d) Maintains membership in appropriate professional associations, participates in the activities of such associations so as to further personal professional development and thereby benefit the school division.

Effective Date: April 20, 2004      Review Date: December 11, 2019  
Amended Date: June 17, 2014  
Board Motion(s): 268/04; 196/14  
Legal/Cross Reference:

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