

OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

POLICY

No. B-4

Adopted: June 24, 2025

Amended: June, 2026

SUPERINTENDENT ROLE & RESPONSIBILITY

Role of the Superintendent

The Board of Education (Board) recognizes the need for one person to have overall responsibility for the management of the District to provide coordinated leadership. Therefore, the Board designates the Superintendent as the Chief Executive Officer and delegates to the Superintendent overall administration of the District. The Superintendent provides reports which focus on governance implications and is accountable to the Board for the conduct, management and operations of the district, for providing leadership in administration and instructional programs and for ensuring compliance with legislative requirements and statutes. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Areas of Responsibility

1. Leadership and District Culture

- 1.1 Provide leadership in all matters relating to education in the District
- 1.2 Implement directions established by the Ministry of Education and Child Care (MECC) and make the Board aware of pertinent legislative changes
- 1.3 Establish a learning environment that supports the general well being of students
- 1.4 Implement the Strategic Plan and report annually on results achieved
- 1.5 Identify future issues and challenges

2. Policy and Governance

- 2.1 Facilitate the planning, development, implementation and review of Board policies
- 2.2 Inform the Board of any changes made to administrative procedures
- 2.3 Establish and maintain positive professional working relations with the Board
- 2.4 Respect and honour the Board's role and responsibilities and facilitate the implementation of that role as defined Board policy
- 2.5 Keep the Board informed through appropriate monitoring reports which focus on governance implications of developments within the District

3. Communications

- 3.1 Take appropriate actions to ensure positive internal and external communications are developed and maintained and act as the Board's spokesperson as required on District matters in concert with the Chair
- 3.2 Develop and maintain positive and effective relations with provincial and municipal government administrators
- 3.3 Respond in an ethical and skilled way to electronic and print media
- 3.4 Demonstrate consensus building, collaboration and conflict management

4. Organizational Management

- 4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines
- 4.2 Report to the Minister with respect to matters identified in and required by the School Act
- 4.3 Define processes for gathering, analyzing and using data for decision making
- 4.4 Provide the Board with a recommended annual operating budget, such capital expenditures as may be required, and periodic statements of revenues and expenditures
- 4.5 Ensure the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures
- 4.6 Ensure that facilities adequately accommodate District students

5. Curriculum Planning and Development

- 5.1 Ensure that curriculum design, delivery and integration is in alignment with the B. C. Ministry of Education and Child Care policies

6. Instructional Management and District Accountability

- 6.1 Support instructional strategies, assessment and resources that reflect sensitivity to diversity and incorporate themes such as inclusion, respect and acceptance
- 6.2 Promote awareness of current research and best practices in support of curriculum and instruction
- 6.3 Engage in professional development activities to ensure currency in educational practices

7. Human Resources Management

- 7.1 Ensure that staff is designated to perform the services of the Superintendent in the case of a short-term or prolonged absence, and that the Board is advised of the delegation to protect the Board from the sudden loss of the Superintendent's services
- 7.2 Recruit and select staff for all positions other than their own within the limitations of legislation, budget allocations, contracts and collective agreements
- 7.3 Have overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy
- 7.4 Promote at all times a high standard of collaborative professional leadership, effective human relationships, and a spirit of educational innovation and advancement throughout the District
- 7.5 Monitor and improve the performance of all staff

8. Values and Ethics of Leadership

- 8.1 Practice leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out the directives of the Board and the Minister
- 8.2 Model appropriate value systems, ethics and moral leadership
- 8.3 Coordinate social agencies and human services to help each student grow and develop as a caring, informed citizen
- 8.4 Make provision for a safe, healthy and caring environment for students in schools and on District property and transportation

OKANAGAN SIMILKAMEEN SCHOOL DISTRICT NO. 53

REGULATIONS

No. B-4

Adopted: June 24, 2008
Reviewed: June, 2026

SUPERINTENDENT ROLE & RESPONSIBILITY

Superintendent Evaluation

The Board of Education recognizes that the Superintendent of Schools is the one employee in the organization that they hire, delegate authority to, supervise and support.

The evaluation process provides accountability and creates a path for professional growth and strengthens the relationship between the Board and the Superintendent.

To support a professional and productive relationship with the Superintendent, the Board uses performance planning, review and support to monitor the performance of the Superintendent and provide feedback for professional growth.

The Process

- Will consist of one (1) formal evaluation every four (4) years to be conducted by the Board or an external facilitator.
- Where the Board chooses to use an external facilitator to guide the process, the facilitator will be agreed upon by both the Board and the Superintendent.
- During a non-evaluation year, the Board led by the Chair will conduct a performance review based on the Operational Plan's goals to be achieved for the year ensuring alignment with the District's Strategic Plan.
- The outcome of the formal evaluation and/or annual performance review will be discussed with the Superintendent at an in-camera meeting of the Board.