

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*  
**ADMINISTRATIVE PROCEDURES**

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**ROLE OF THE SUPERINTENDENT**  
**Administrative Procedure 1.200-1**  
**(Policy 1.200)**

**Background**

The Superintendent is the Chief Executive Officer of the District. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the District. All Board authority delegated to the staff of the District is delegated through the Superintendent.

Specific Areas of Responsibility:

**1. Student Learning**

- 1.1. Provides leadership in all matters relating to education in the District.
- 1.2. Implements directions established by the Minister.
- 1.3. Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and positive citizenship.
- 1.4. Reports annually on student results achieved.

**2. Student Welfare**

- 2.1. Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
- 2.2. Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.
- 2.3. Ensures the facilities safely accommodate District students.

**3. Fiscal Responsibility**

- 3.1. Ensures the fiscal management of the District is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other Act or regulation.
- 3.2. Ensures the District operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Prepares and presents the budget, which reflects Board priorities.
- 3.4. Ensures the Board has current and relevant financial information.

**4. Personnel Management**

- 4.1. Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

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**5. Policy/Administrative Procedures**

- 5.1. Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- 5.2. Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

**6. Superintendent/Board Relations ("The First Team")**

- 6.1. Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 6.2. Provides the information and counsel which the Board requires to perform its role.
- 6.3. Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- 6.4. Be in regular contact with the Chair of the Board to ensure the board has knowledge of current issues and events.

**7. Strategic Priorities and Reporting**

- 7.1. Leads the development and implementation of the strategic priorities process.
- 7.2. Involves the Board appropriately (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
- 7.3. Reports, at a minimum, annually on results achieved.

**8. Organizational Leadership and Management**

- 8.1. Demonstrates effective organizational skills.
- 8.2. Reports to the Minister with respect to matters identified in and required by the School Act and provincial legislation.
- 8.3. Reviews, modifies and maintains an organizational chart, which accurately delineates lines of authority and responsibility.

**9. Communications and Community Relations**

The Superintendent of Schools shall:

- 9.1. Identify key communication strategies and messages in order for the District to tell its story;
- 9.2. Develop and maintain positive working relationships with and among the District's educational partners;
- 9.3. Develop and maintain positive working relationships with the staff of the Ministry of Education and other ministries as appropriate;
- 9.4. Develop and maintain positive relationships with community organizations, particularly those organizations that may enhance student achievement; and,

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- 9.5. In concert with the Chair, act as spokesperson for the District.
- 9.6. Acts as or delegates the head of the District for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act and adopt the schedule of fees in the FOIPP Regulation as permitted under Section 75(1) of the Act.
- 9.7. Promotes positive public engagement in the District.

**10. Leadership Practices**

- 10.1. Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

*Legal: Section 22, 85 School Act*