

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 471
SECTION:	RELATIONS		
PROCEDURE:	SUPERINTENDENT OF EDUCATION		

BACKGROUND

Guided by the Division's vision, mission, values and goals, the Superintendent will assist the Director in fulfilling the general and specific aspects of the role description for the Director as defined in provincial statute, Ministry of Education documents and Board policy.

The Superintendent collaborates with the Director to ensure that Board policies and Division administrative procedures of the Division are effectively implemented.

JOB DESCRIPTION

1. Immediate Supervisor: Director
2. Minimum Qualifications
 - 2.1 Master of Education degree.
 - 2.2 Successful experience as an in-school administrator.
 - 2.3 Eligible for LEADS membership.
 - 2.4 A commitment and testimony to the mission of Catholic Education and a willingness to accept responsibility from the Catholic community and to exercise leadership within this community.
 - 2.5 A commitment within the Catholic tradition to the Church's mission, demonstrated by regular worship and integration of faith in daily living – substantiated by pastoral reference.
 - 2.6 An advocate for Catholic Education and the Division.
3. Knowledge, Skills and Abilities
 - 3.1 A strong understanding of education in general and Catholic Education.
 - 3.2 Strong verbal, written and interpersonal communications skills.
 - 3.3 An ability to manage multiple priorities, work independently, as well as with others, complete projects and meet deadlines.
 - 3.4 The ability to collaborate and work in a team setting.
 - 3.5 Skills in human relations, leadership and conflict management.
 - 3.6 Organizational loyalty, honesty, punctual and dependable.

4. Performance Responsibilities

- 4.1 Assists and advises the Director in all aspects of the Division as requested.
- 4.2 Without restricting the generality of the performance responsibilities stated below, the principal duties of the Superintendent are administrative, and the Superintendent teaches or works directly with pupils less than 30% of the Superintendent's assigned time in adherence with Section 9.1.1 of the Provincial Collective Bargaining Agreement.
- 4.3 Student Welfare
 - 4.3.1 Works collaboratively with Coordinator and Consultants to coordinate professional learning opportunities for division staff.
 - 4.3.2 Monitors procedures regarding risk management.
 - 4.3.3 Acts as the local attendance officer.
- 4.4 Policy and Procedures
 - 4.4.1 Communicates Board policy to school-based administration.
 - 4.4.2 Drafts administrative procedures for the Director.
 - 4.4.3 Monitors implementation of administrative procedures.
- 4.5 Curriculum and Instruction

Advises and assists schools regarding matters relating to curricular supervision and development, specifically:

 - 4.5.1 Provides timely information on new or changed curriculum development and their implications for professional practice.
 - 4.5.2 Coordinates the selection of appropriate curricular resources.
 - 4.5.3 Provides ongoing support to school staff in support of meeting the requirements of curriculum and instruction for teachers.
 - 4.5.4 Promotes and facilitates teacher involvement in program development, field testing, examination development/marking, etc.
 - 4.5.5 Coordinates the administration and return of provincial achievement and Division testing materials.
 - 4.5.6 Analyzes, interprets, and reports on all provincial testing to the Director, Board and the public.
- 4.6 Educational Leadership
 - 4.6.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Director.
 - 4.6.2 Works closely with school-based administrators to provide supervision and evaluation of classroom teacher performance.
 - 4.6.3 Develops and maintains positive and effective relations with external and internal educational colleagues.

- 4.6.4 Ensures that regular evaluations are completed for all school-based support staff.
- 4.6.5 Ensures that initiatives regarding Ministry of Education curricula are implemented in all schools and classrooms.
- 4.6.6 Works with principals to ensure that learning materials are procured and equitably distributed to schools as needed to support initiatives.
- 4.6.7 Trains principals/vice-principals to monitor change process within their schools using objective data collection instruments and techniques.
- 4.6.8 Develops feedback instruments and conducts teacher supervision and evaluation.
- 4.6.9 Ensures that plans within assigned key areas contribute towards initiatives.
- 4.6.10 Evaluates assigned key areas with respect to initiatives.
- 4.6.11 Ensures that staff members have the opportunity to collaborate with other professionals and attend professional learning opportunities to improve their teaching performance.
- 4.6.12 Distributes pedagogical resources to staff members.
- 4.6.13 Facilitates school-based personnel in the procurement of educational materials related to curriculum implementation.
- 4.7 Human Resources

Provide leadership in all matters relating to the professional staffing of schools and support staffing, as required, specifically:

 - 4.7.1 When requested by the Director, works in collaboration with principals, providing for the hiring of all professional regular teaching personnel.
 - 4.7.2 Works in collaboration with the Director, providing for the hiring of all school support personnel.
- 4.8 Fiscal Responsibility
 - 4.8.1 Prepares an annual budget to support centralized implementation of curriculum initiatives.
 - 4.8.2 Ensures that financial resources are expended in accordance with the annual budget approved by the Board, except in case of an emergency with the direct approval of the Director.
 - 4.8.3 Provides appropriate financial information and accountability reports related to the functioning of school personnel and programs within the assigned area.

4.9 Staff Relations

- 4.9.1 Establishes and maintains positive, professional working relations with the Director and school staff members.
- 4.9.2 Visit schools on a regular basis and act as a liaison between schools and Division Office.

4.10 Organizational Management

- 4.10.1 Demonstrates effective organizational skills resulting in area compliance with all Director mandates and timelines.
- 4.10.2 Reports to the Director with respect to matters identified in and required by Board policy and the Administrative Procedures Manual.

4.11 Communications and Community Relations

- 4.11.1 Takes appropriate actions to ensure open, transparent, positive communications are developed and maintained within communities served by area schools.
- 4.11.2 Ensures that parents have a high level of satisfaction with the services provided and the responsiveness of in-school administration and the Superintendent.
- 4.11.3 Represents the Division at school events.

4.12 Assists with the preparation of the Strategic Plan for the Division.

5. Confidentiality

- 5.1 At no time should the Superintendent of Education discuss in public information pertaining to employees, students or the operation of the school division. The Superintendent of Education is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Sections 85, 87, 108, 109 Education Act

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