



SUPERINTENDENTS, COORDINATORS, AND SUPERVISORS

The Superintendents, Coordinators, and Supervisors or Managers assist the Director of Education with the organization, administration, and supervision of the school division.

PROCEDURES

1. Appointment

- a. The recruitment and appointment procedures for these positions are determined by the Director.
- b. Candidates selected for consideration must demonstrate personal leadership qualities and professional expertise, as well as a high degree of commitment to the values, ideals, and practices of the school division.
- c. Specific requirements for each position with respect to academic training, work experience, and professional involvements are determined by the Director.
- d. Selection procedures are determined by the Director of Education.
- e. Appointments are reported to the Board by the Director.

2. Role

Persons occupying these positions are to:

- a. Provide leadership and expertise in influencing the priorities, practices, and general direction within the school division and within their areas of responsibility.
- b. Oversee all duties and functions assigned within their areas of responsibility.
- c. Work with the Superintendent of Human Resources to engage personnel for their areas of responsibility, subject to the approval of the Director.
- d. Advise personnel within their areas of responsibility as to line and staff relations.
- e. Define the core function and specific duties of personnel within their areas of responsibility.
- f. Evaluate personnel, be accountable for their performance, and determine their employment status with the Board.

3. Contract

The contract of employment for these positions is to pertain to:

- a. Relationships
- b. Authority
- c. Duties
- d. Compensation
- e. Benefits
- f. Contract Review
- g. Termination
- h. Other Mutually Agreed Items



4. Assessment

The Director of Education is to conduct an annual performance review of Executive Council members. Each member of Executive Council is to conduct an annual performance review of staff that report directly to him or her.

These reviews are to address the importance of mutual understanding and support for:

- a. The Board's policies and operational procedures.
- b. The role of senior staff.
- c. Harmonious working relationships.

Education in a Culture of Excellence