

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Superintendent of Schools

REPORTS TO: **Directly: Director of Education**
Indirectly: Board of Education

Purpose:

The Superintendent of Schools is the direct supervisor, educational leader and operational manager for all school based instructional staff in the assigned area. The Superintendent is accountable for the overall management of all in-school and functional programs as well as a system wide portfolio as assigned by the Director of Education.

Required Education, Knowledge, Qualifications and Experience:

- Master of Education Degree (or equivalent) from an institution recognized by the Saskatchewan Ministry of Education
- Saskatchewan Professional A Teaching Certificate
- Minimum of 7 years successful teaching experience including progressive experience at the administrator or division wide accountability level
- Minimum of 3 years direct supervisory experience
- Eligibility for membership in League of Educational Administrators, Directors and Superintendents (LEADS)
- Demonstrated knowledge of Saskatchewan Core Curriculum and Sask. Learning initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning
- Knowledge of best practices in educational leadership

Required Skills and Abilities:

- Demonstrated ability to provide strategic, situational and adaptive leadership
- Demonstrated ability to act as the team leader in variety of situations (community, school division, and/or provincial bodies)
- Demonstrated ability to contribute as a strategic team member
- Demonstrated ability to establish rapport with stakeholders and act as a role model
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of Human Service Agencies, members of the public, including parents.
- Ability to develop, implement, reflect on and monitor multiple processes
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to maintain strict confidentiality relative to school division operations.
- Superior interpersonal and communication skills, both verbal and written.

Supervision of Staff:

The position of Superintendent of Schools involves direct supervision of staff in conjunction with school principals and other school division staff. This includes non-tenured and tenured teachers as well as school administration.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Superintendent of Schools shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Provide leadership to and overall strategic management in the operation of a family of schools within an assigned area within the Division.
- Develop and provide leadership in conjunction with the Director as it relates to the Division's Strategic Plan.
- Develop and provide leadership as it relates to the assigned portfolio of system initiatives.
- Develop, review and implement administrative procedures to school staff and school communities. Including the delineation and interpretation of guidelines for student progress and placement, school lock downs, bullying, harassment, and tragic response.
- Responsible to develop and actualize a safe and caring school environment that includes compliance with legislation, student health and student welfare.
- Develop, actualize and articulate the school divisions priorities, decisions and procedures established by the Executive Council to a variety of audiences
- To oversee and monitor outcomes of the K-12 learning program through a process of continuous school improvement and professional growth planning while ensuring ensure all programs, services or courses are congruent with provincial requirements and/or division priorities
- In conjunction with Human Resources, recruit the appropriate staffing levels system wide as well as each family of schools that allow for effective and efficient school operations
- Make provisions for student discipline committee hearings with consultation with school Administration
- Respond to parent and community concerns and/or conflict where the school administrative team has been unable to come to a satisfactory resolution.
- Required to manage and facilitate meetings at various levels (i.e., school, school division, community, provincial)
- Will promote positive partnerships with agencies, school community councils, and community groups in pursuit of positive educational outcomes for students
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the Director of Education

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Superintendent of Schools discuss, in public, information pertaining to a student or staff. The Superintendent of Schools is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Superintendent is expected to work independently as well as lead or work as a team member of the Exec Council, the Business Admin area, all schools and the division office as required.

Working Jointly with Other Staff on Common Assignments or Tasks

The Superintendent of Schools is expected to work as part of Executive Council and larger School Division Team. As well, the Superintendent of Schools is expected to work with school principals, teachers, all other school division personnel and outside agencies in order to meet the needs of the students of North East School Division.

Responsibility for Quality of Assigned Work:

The Superintendent of Schools is under direct supervision of the Director of Education and is responsible to achieve the quality of work as assigned by the Director.

Salary Grid: Superintendent of Schools

The salary grid for the Superintendent of Schools is tied to the following grid:

Superintendent Salary Grid

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| Approved By: | Dean Biesenthal, Supt of Human Resources |
| Date Approved: | Nov 2012 |
| Reviewed: | |