

2.0. Human Resources

2.B. Position Descriptions

SUPERINTENDENT/CEO ROLES AND RESPONSIBILITIES

Policy Reference: BML-1.3

1. **CEO:**
Is the Chief Executive Officer of the Lakeshore School Division and therefore reports directly to the corporate Board.
2. **EDUCATIONAL LEADERSHIP:**
Provides leadership in all matters relating to education in the Division. Ensures students in the Division have the opportunity to meet the outcomes set by the Minister. Implements education policies established by the Minister and the Board.
3. **FISCAL RESPONSIBILITY:**
Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures. Oversees the preparation of the division operating budget as per Board direction.
4. **PERSONNEL MANAGEMENT:**
Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements. The Board delegates the power to employ necessary staff, accept resignations and power to grant exchange leave for teachers and to cancel or alter that leave within the establishment and budgetary limits set by the school board, except senior officers and employees holding administrative or supervisory positions. The Board delegates the power to promote non-teaching staff into established positions. The Board delegates the power to make decisions with regards to the hiring and placement of teaching staff. Monitors and improves the performance of all staff including the provision for staff evaluations.
5. **POLICY:**
Provides leadership in the planning, implementation and evaluation of Board policies. Furnishes the Board with information and recommendations required by the Board in the formation of new policy and the determination of educational direction.

6. **SUPERINTENDENT/BOARD RELATIONS:**
Establishes and maintains positive professional working relations with the Board. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
7. **STRATEGIC PLANNING AND REPORTING:**
Leads the Strategic Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved. Involves the Board appropriately (Board identification of priorities and outcomes, opportunity for Board input early in the process, final Board approval). Reports regularly on results achieved.
8. **ORGANIZATIONAL MANAGEMENT:**
Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines. Reports to the Minister with respect to matters identified in and required by the Public Schools Act. Serves as or designates the division's Privacy Officer.
9. **COMMUNICATIONS AND COMMUNITY RELATIONS:**
Takes appropriate actions to ensure positive internal and external communications are developed and maintained.
10. **LEADERSHIP PRACTICES:**
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 Board and the Minister.
11. **STUDENT WELFARE:**
Ensures the facilities adequately accommodate Division students. Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division. Acts as, or designates, the district's Truancy Officer for the Division.