

The Superintendent is the Chief Executive Officer and Deputy Head accountable to the Council and the Government of the Northwest Territories for the conduct and operation of South Slave schools. The superintendent ensures that the curriculum, policies and practices within the Division comply with territorial government legislation, policies and guidelines. All Council authority delegated to the staff of the Division is delegated to the Superintendent who reports to and is accountable to the Council body corporate for the following:

1) Educational Leadership

The superintendent shall:

- a) Provide leadership in all matters relating to education in the Division.
- b) Ensure students in the Division have the opportunity to meet the educational standards determined by the Minister.
- c) Implement education directives and policies established by the Minister and the Council.

2) Fiscal Responsibility

The superintendent shall:

- a) Ensure the fiscal management of the Division by the Comptroller is in accordance with the terms and conditions of any funding received by the Council under GNWT legislation or regulation.
- b) Ensure that the Division operates in a fiscally responsible manner and in accordance with recognized accounting principles.

3) Personnel Management

The superintendent shall:

- a) Have 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 legislation, collective agreements or specific Council policy.
- b) Monitor and improve the performance of all staff.

4) Policy and Administrative Procedures

The superintendent shall:

- a) Provide leadership in the planning, implementation and evaluation of administrative procedures.
- b) Ensure Council policies are implemented and followed.
- c) Annually review Division policies and make recommendations for deletions, additions or edits as deemed appropriate.
- d) Take administrative action in the absence of Council policy or guidelines.

5) Superintendent - Council Relationships

The superintendent shall:

- a) Strive to establish and maintain positive professional working relations with the Council.
- b) Honour and facilitate the implementation of the Council's roles and responsibilities as defined in Council policy.

- c) Coordinate and facilitate the growth and development of the Council and its DEAs in accordance with approved Council direction.

6) Planning and Reporting

The superintendent shall:

- a) Facilitate development of Council's Division priorities and budget, and ensure regional work plans, Community-based Education (improvement) Plans, and individual staff growth plans are aligned with these Council priorities and resources.
- b) Involve the Council appropriately in the identification of priorities.
- c) Prepare information and reports as directed by the Council.
- d) Keep the Council informed on sensitive issues in a timely manner.
- e) Report annually on the results achieved.
- f) Present draft Annual Report to the Council for approval prior to release.

7) Organizational Management

The superintendent shall:

- a) Demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial and Council mandates and timelines.
- b) Report to the Minister with respect to matters identified in and required by legislation, regulations and directives.
- c) Keep an updated inventory of all furniture and equipment.
- d) Supervise the management and use of all facilities in cooperation with the DEAs and supervise the management of administrative and computer systems and equipment.

8) Communications and Community Relations

The superintendent shall:

- a) Implement decisions and policies made by the Council to staff, students, parents, organizations and members of the public.
- b) Develop and maintain positive and effective internal and external communications.
- c) Develop and maintain positive and effective relations with other GNWT departments, boards and agencies.

9) Leadership Practices

The superintendent shall practice 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 Council and the Minister.

References: *Education Act* sections 78

Date: February 2007