

## Role of the Superintendent

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The Superintendent is the Chief Executive Officer of the Charter Board and the Chief Education Officer of Westmount Charter School, reporting directly to the Charter Board, and is accountable to the Charter Board for the conduct and operation of the school. The Superintendent's duties and responsibilities listed below are assigned by the Charter Board in accordance with regulations and the *School Act*. All Charter Board authority delegated to the staff of the School is delegated through the Superintendent to the extent authorized by legislation.

### Specific Areas of Responsibility:

1. Student Welfare

The Superintendent shall ensure the accommodation and transportation of Westmount students; ensure a safe, caring and respectful environment for students while participating in school programs or while being transported to or from school programs on transportation provided by Westmount; and shall act as, or designate, an attendance officer for Westmount.

2. Educational Leadership

The Superintendent shall provide leadership in all matters relating to education at Westmount; ensure students in Westmount have the opportunity to meet the standards of education set by the Minister and the Charter Board; and implement education policies established by the Minister.

3. Fiscal Responsibility

The Superintendent shall ensure the fiscal management of Westmount by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Charter Board under the *School Act* or any other applicable Act or regulation. The Superintendent shall ensure the School operates in a fiscally responsible manner, including adherence to generally accepted accounting procedures, and shall control and report on the expenditure of all funds in accordance with Westmount goals (including school-based management) and statutory requirements. The Superintendent shall ensure the acceptable condition of Westmount's physical assets, including the neatness and cleanliness of buildings and grounds, and the safety, security and state of maintenance and repair of buildings, grounds, furnishings and equipment.

4. Personnel Management

The Superintendent shall have overall authority and responsibility for all personnel-related matters, save and except those personnel matters precluded by Charter Board policy and legislation, and shall provide leadership in the supervision and evaluation of principals, administrators, teachers and other staff.

The Superintendent shall ensure that the highest possible quality staff are recruited and selected; that staff are compensated fairly; and that regular performance evaluations are undertaken.

5. Policy

The Superintendent shall provide leadership in the planning, development, implementation and evaluation of Charter Board policies.

6. Superintendent/Board Relations

The Superintendent shall establish and maintain positive professional working relations with the Charter Board; respect and honour the Charter Board's role and responsibilities, and facilitate the implementation of that role as defined in Charter Board policy; and shall keep

the Charter Board informed on all school jurisdiction matters, especially controversial and/or highly sensitive issues, in a timely and appropriate manner.

7. Three-Year Education Planning and Reporting

The Superintendent shall lead the Three-Year Education Planning process including the development of goals, budget, facilities and transportation plans and implement plans as approved. The Superintendent shall involve the Charter Board appropriately (Charter Board approval of process and timelines, opportunity for Charter Board establishment of strategic priorities and key results early in the process, final Charter Board approval) and report regularly on results achieved.

8. Organizational Management

The Superintendent shall demonstrate effective organizational skills resulting in Westmount compliance with all legal, Ministerial and Charter Board mandates and timelines, and shall report to the Minister with respect to matters identified in and required by the School Act.

9. Communications and Community Relations

The Superintendent shall take appropriate actions to ensure positive external and internal communications are developed and maintained; participate actively in community affairs in order to enhance and support the School's mission; promote the Westmount Charter School and its programs to the parents and community; and facilitate the establishment and operation of a school council.

10. Leadership Practices

The Superintendent shall practice leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Charter Board and the Minister; maintain professional working relationships with staff, students, parents and other affiliated individuals, groups or organizations; and shall develop and maintain positive and effective relations with provincial and regional government departments and agencies.

Legal Reference: *School Act*, sections 14, 113, 114, 115  
Cross Reference:  
Date of Approval: November 17, 2008  
Date of Revision:  
Due for Review: November 2011