

Board Operation 2—2

***Management Relationship / Administrative Positions  
Duties and Responsibilities***

**Policy**

The Board of Education believes it is in the best interest of the organization that the duties and responsibilities for each of its district administrative positions be established and periodically reviewed. The board believes role descriptions act as a guideline for the responsibilities of personnel. Leadership is a critical component of all district administrative positions and entails the ability to develop and communicate a vision, establish plans and set priorities, implement activities through a variety of means and monitor and review progress.

Management and administrative personnel support and communicate district policy and direction. In a rapidly changing environment staff are expected to maintain professional currency, advocate for public education, demonstrate flexibility and work cooperatively to fulfill the district goals and mission statement.

The Superintendent of Schools is the Chief Executive Officer of School District No. 71 (Comox Valley). The superintendent reports directly to the corporate board and is accountable to the Board of Education and the Minister of Education for the conduct and operation of the district.

All board authority delegated to the staff of the district is managed through the office of the superintendent of schools. The superintendent in discharging his/her duties shall adhere to the Guiding Principles adopted by the Board of Education. In addition to the specific areas of responsibility, the superintendent will carry out such duties as may be assigned from time to time by the board.

**Guidelines**

***Superintendent of Schools***

The Superintendent of Schools reports directly to the Board of Education, and is accountable to the board for the conduct and operation of the district. All board authority delegated to the staff of the district is managed through the office of the superintendent.

Responsibilities of the Superintendent of Schools include the areas identified below. In addition, other duties may be assigned within specific policies and or by the Board of Education.

The specific areas of responsibility as assigned to the Superintendent of Schools by the Board of Education, School District No. 71 (Comox Valley) include:

1. Student Well-Being

- a. Strives to provide each student with a safe and caring learning environment that fosters and maintains respectful and responsible behaviors.
- b. Assigns responsibilities to district personnel to monitor and or evaluate program areas for the purpose of program delivery, safety and for any other matter deemed necessary.

2. Educational Leadership

- a. Provides leadership in all matters relating to education in the district.
- b. Ensures students in the district have the opportunity to meet the standards of education set by the Minister.
- c. Implements education policies established by the minister and the board.

3. Fiscal Responsibility

- a. Ensures the fiscal management of the district by the secretary treasurer is in accordance with the terms or conditions of any funding received by the board under the *School Act* or any other applicable *Act* or regulation.
- b. Ensures the district operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

4. Personnel Management

- a. Assigns and coordinates personnel, services, and resources throughout the district in relation to the mission of the organization and the goals and policies of the Board of Education and the Ministry of Education.
- b. Establishes procedures to supervise, monitor, and evaluate educational programs and personnel throughout the district.
- c. Recruits administrative personnel and advises the board on selection of such personnel.

5. Policy and Procedures

- a. Provides leadership in the planning, development, implementation and evaluation of board policies and administrative procedures.

6. Superintendent / Board Relations

- a. Establishes and maintains positive, professional working relationships with the board.
- b. Respects and honors the board's role and responsibilities, and facilitates the implementation of that role as defined in board policy.
- c. Provides the information which the board requires to perform its role.

7. Planning & Reporting

- a. Assists the board in organizational planning and developing organizational goals and policies.
- b. Establishes managerial and operational procedures within the district that are consistent with board policy, contractual obligations, statutory and government regulation.
- c. Facilitates the planning process including the development of district goals, budget, facilities and transportation plans and implements plans as approved.
- d. Provides current information and analysis in advising the board in decision-making regarding personnel, resources, planning, and educational program development.
- e. Monitors and reports regularly on results achieved, with particular emphasis on student learning.

8. Organizational Management

- a. Demonstrates effective organization skills resulting in district compliance with all legal, ministerial and board mandates and timelines.

9. Communications & Community Relations

- a. Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
- b. Liaises with employee groups, community agencies, other school districts, educational organizations, and the Ministry of Education when appropriate.

- c. Acts as an advocate for public education and acts as the representative of the board and/or the Minister of Education at public and/or professional meetings as required.

10. Leadership Practices

- a. Practices leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the board and the minister.
- b. Assists and advises school administrators in school planning, operations, resource allocation, and decision-making in general.
- c. Develops and maintains positive and effective relationships with provincial and regional government departments and agencies.

Legal Reference: Section 22 *School Act*, School Regulation BC Reg 265/89

**Secretary Treasurer**

The Secretary Treasurer is responsible to the Superintendent of Schools and has statutory responsibility to the Board of Education. The secretary treasurer may report directly to the board on business and corporate affairs. The secretary treasurer works closely with a variety of personnel and groups and provides for:

1. Leadership Practices

- a. Provides leadership in the development of the annual operating, special purpose funds and capital budgets within ministry parameters and in response to board direction.
- b. Provides leadership in the business and corporate affairs of the district, including the provision of current information and analysis when advising the board in relevant areas.
- c. Provides advice and input to management and leadership groups and the superintendent regarding general operating procedures of the district, system wide organizational planning and policy development and recruitment, and selection and reassignment of administrative and management staff.
- d. The secretary treasurer is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- e. Works to achieve goals approved by the board or superintendent for the finance, payroll, maintenance operations, technology and the district.

- f. Monitors the achievement of the goals established for the finance, payroll, maintenance operations, technology and the related to the duties of this position.
- g. Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- h. Act, advocate and liaise, with community and parent organizations, individual parents and citizens, other school districts, government and government agencies and organizations, to effectively administer the business and corporate affairs of the district.

2. Planning and Reporting

- a. Provides advice and input to management and leadership groups and the superintendent regarding general operating procedures of the district, system wide organizational planning and policy development and recruitment, and selection and reassignment of administrative and management staff.
- b. Prepares new board policy drafts and monitors the effectiveness and appropriateness of board policies related to business and corporate operations.
- c. Establishes, monitors and manages procurement procedures, inventory control mechanisms, financial control and audit systems, and receipt and disbursement of funds.

3. Corporate Secretary and Treasurer

- a. Performs the duties as the corporate officer of the board including, but not limited to, administering oaths, affixing the corporate seal, taking and signing affidavits, preparing and circulating minutes of board meetings, and ensuring that contracts between the board and second parties conform to legal requirements.
- b. Allocates school operating and capital budgets, monitor school financial procedures and direct and assist school and district administrative and management personnel in financial matters.
- c. Ensures accuracy of recording of board proceedings at meetings (minutes).
- d. Provides leadership in the development of contracts, agreements, and partnerships with outside agencies/corporations.
- e. Provides for the fiscal management of the school district in accordance with the terms and or conditions of any funding received by the school district under the *School Act* or any other applicable legislation.

- f. Produces financial reports in compliance and accordance with all legal, ministerial and board mandates and timelines.
- g. Monitors and takes corrective action in departments that have not achieved the financial objectives.

11. FOIP and PIPA Coordinator

- a. Ensures the maintenance, transparency, and access of records in accordance with the *Freedom of Information and Protection of Privacy legislation (FOIPP) and Personal Information Protection Act (PIPA)*.

12. Personnel Functions

- a. Recruit, assign and coordinate personnel, services and resources to effectively lead and manage the business affairs of the district.
- b. Works collaboratively with the board in negotiating collective agreements.
- c. Administers collective agreements in accordance with board mandate.
- d. Provides for the supervision and evaluation of “direct reports”.

13. Board and System Relations

- a. Establishes and maintains positive professional working relations with the board and all staff.
- b. Submits board reports in an accurate and timely manner in preparation for regular board and board committee meetings.

14. Other Duties and Obligations

- a. Performs other duties assigned by the superintendent after consultation with the incumbent and/or other duties assigned by the board.

Reference: Section 23, 67, 69; School Regulation BC Reg 265/89