

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #510 Executive Officers

RATIONALE

The most important function of the Board of Education is to establish policies to provide direction for the education of students. In order for such policies to be implemented effectively, the Board hires senior administration personnel, as set out in the *School Act*, to advise upon and to execute its policies.

POLICY

The Board expects that its executive officers will assume a high level of responsibility for thorough planning, sound management, effective interpersonal relations and the continuing improvement of school district communications, morale and general effectiveness.

The Board of Education designates the superintendent of schools as its chief executive officer and delegates to the superintendent overall authority and responsibility for the management of all staff, programs and operations of the school district. The secretary-treasurer is appointed by the Board and serves as the corporate financial officer and corporate secretary and shall be responsible to the Board through the superintendent for the general administration of school district business affairs.

The Board will establish job descriptions and performance expectations for the superintendent (Attachment A) and the secretary-treasurer (Attachment B) that reflect their responsibilities to the Board and the school district.

ADOPTED: November 8, 1999

Reviewed/Revised: June 11, 2001
September 10, 2007
January 11, 2011

Statutory Reference: School Act

REGULATIONS AND PROCEDURES

POLICY #510 Executive Officers

1. The responsibilities of the superintendent as chief executive officer shall include the following:
 - a) Ensuring that policies, practices and procedures are observed and implemented;
 - b) Attending all of the meetings of the Board and its committees whenever practical;
 - c) Coordinating the activities of administrators and district staff in accordance with the organizational chart and job descriptions approved by the Board;
 - d) Such duties as are prescribed by the *School Act*, Regulations and official Ministry statements;
 - e) Duties as outlined in the job descriptions for the superintendent (Attachment A);
 - f) Such other duties as may from time to time be assigned by the Board.
2. In situations where the Board of Education has provided no guide for administrative action through its policies, the superintendent shall have the power to act, and such decisions shall be subject to review by the Board.
3. A formal evaluation process will be initiated every three years for both executive officers.
 - a) It is the responsibility of the Board to review the performance of the superintendent.
 - b) It is the responsibility of the superintendent to review the performance of the secretary-treasurer.

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January 11, 2011

Statutory Reference: *School Act*
Attachment A

General

The superintendent shall:

- a) Have general supervision and direction over the staff of the school district, both educational and non-educational, including the exercise of all managerial powers, including the power to hire, discipline, suspend and dismiss; except the development of mandates for collective bargaining and those personnel matters within the limits of the *School Act*, Board policy and collective agreements.
- b) Visit schools and classrooms as he/she deems necessary and, in his/her visitations may, in his/her sole discretion, be accompanied by any other district personnel.

The superintendent shall perform all statutory duties outlined in the *School Act*. The superintendent may delegate duties and authority to appropriate officials in the school district, holding them responsible for all aspects falling within their purview, but it is the superintendent who the Board shall expect to be responsible for the educational system in the district and to be accountable to the Board for its operation.

Responsibilities

- a) To provide educational leadership designed to improve the quality of education available to students;
- b) To act as chief adviser to the Board of Education subject to the advisory responsibilities of the secretary-treasurer as corporate financial officer and corporate secretary;
- c) To act as the secretary-treasurer to the Board, if the secretary-treasurer is unable to act and the Board has made no other appointment or delegation;
- d) To direct, coordinate and supervise the work of all staff of the district;
- e) To evaluate educational programs in the district and to make recommendations for their improvement;
- f) To ensure that the school district management serves the best interests of the district;
- g) To establish, develop and maintain good public relations;
- h) To promote good working relationships with staff, students, parents, public and the Ministry of Education in matters relating to the provision of educational and other services to schools.

Duties

1. Board of Education

- a) To attend, if practicable, all board meetings;
- b) To serve on designated committees of the Board;
- c) To furnish reports as requested by the Board;
- d) To assist in the development of short-term and long-term plans for the district;
- e) To advise the Board on enrollment trends and to implement the resultant staffing policies adopted by the Board;
- f) To advise the Board on the formation and implementation of educational policy.
- g) To provide the Board with a recommended annual operating budget, such capital expenditures as may be required and periodic financial statements and information as may be required by the Board;
- h) To assist in interpreting the Board's educational program to the public.

2. District Staff

- a) To coordinate the operation of all divisions and departments with the district and delegate functions and responsibilities as required.

- b) To recommend to the Board the establishment of district staff positions and to appoint to those positions;
- c) To supervise the work of the district staff;
- d) To meet regularly with the district staff so as to ensure the best use of their time and expertise;
- e) To require written reports from district staff when requested;
- f) To require the district staff to conduct a regular program of district testing;
- g) To evaluate the work of each member of the district staff within the framework of Board policies and employee contracts.

3. Principals (and Vice Principals)

- a) To appoint and assign principals and define their terms and conditions of their assignment, subject to Board policies;
- b) To supervise the work of principals, with particular emphasis on the supervision of instruction and the evaluation of school programs;
- c) To meet regularly with principals with a view to coordinating and improving educational programs;
- d) To promote regular in-service education programs for principals;
- e) To require written reports from principals when requested;
- f) To evaluate the work of each principal within the framework of Board policies and employee contracts.

4. Teachers

- a) To develop and maintain, through consultation with district staff, an effective program for the interviewing and recruitment of teachers;
- b) To appoint and assign teachers to schools in accordance with the Board staffing policy;
- c) To arrange orientation and in-service education programs for teachers new to the district;
- d) To encourage and promote in-service education for teachers both on individual and group basis;
- e) To arrange periodic meetings of groups of teachers on a school staff or specialist interest basis;
- f) To ensure that formal evaluation of teachers occurs as required by policy and collective agreement.

5. Support Staff

- a) To develop and maintain, through consultation with district staff, an effective program for the interviewing and recruitment of support staff.
- b) To monitor school support services, including maintenance, janitorial and transportation.
- c) To arrange orientation and in-service education programs for support staff new to the district.
- d) To encourage and promote in-service education for support staff both on individual and group basis.

6. Schools

To exercise supervisory authority in all matters relating to school organization, instruction, counseling, services and discipline and to encourage the raising of the level of student achievement and the advancement of public education.

Attachment B
Policy #510: Executive Officers – Secretary-Treasurer

Responsibilities

The secretary-treasurer is an executive officer of the Board of Education, reporting directly to the Board on matters relating to his/her duties as corporate financial officer and corporate secretary and those duties specified in the *School Act*. The secretary-treasurer reports to the superintendent with respect to other duties.

The secretary-treasurer is responsible for administration and management of finances, facilities and non-educational services necessary for the orderly operation of the school district.

Duties

In addition to exercising such powers and duties prescribed by the *School Act* and Regulations, or those which may be delegated by the Board, the secretary-treasurer shall:

1. As corporate financial officer and corporate secretary:
 - a) Have custody of the corporate seal and direct it to be affixed as required;
 - b) Have the authority to advise any official of the Board on matters involving the corporate affairs of the Board, to inspect any records pertaining to such transactions and to report to the Board;
 - c) Be empowered to administer oaths and take and receive, within the school district, affidavits, declarations and affirmations under the *School Act* or any other Act relating to the corporate affairs of the Board;
 - d) Be responsible for all funds, securities and assets of the Board;
 - e) Be responsible for the receiving and disbursing of funds of the school district in accordance with the provisions of the *School Act*, and instructions and procedures issued by the Ministry and the Board of Education;
 - f) Will sign contracts on behalf of the Board.

2. In respect to other duties:
 - a) Have supervisory authority over all Board employees other than those who are superintendents, assistant superintendents, directors, principals, teachers or other instructional staff;
 - b) Be responsible for the preparation of annual estimates of revenue and expenditures in accordance with the direction of the Board and as prescribed by the *School Act* and by the requirements of the Ministry of Education;
 - c) In consultation with other personnel, plan and develop school district capital programs;
 - d) To oversee the maintenance and repair of all district facilities and the on-going purchase, maintenance, and disposal of district-owned equipment;
 - e) Direct and co-ordinate school busing requirements with transportation firms;
 - f) Advise and assist the Board of Education, as required, in formulating district policy;
 - g) Provide accurate interpretation and information regarding school district operations, and promote good relations between the district and the general public.

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Reviewed/Revised:

June 11, 2001
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January 11, 2011

Statutory Reference:

School Act