



Section: **Role and Responsibilities**
Policy #: **1000**
Policy: **Role of Superintendent**

Date Approved: August 1991
Revision Dates: February 28 2004
March 4 2006
February 28 2009

Role of the Superintendent

1. Chief executive officer of the Catholic Independent Schools Society - responsible to the Society in carrying out its policies and procedures, and to interpret and ensure execution of the policies and regulations of the Ministry of Education as outlined in the INDEPENDENT SCHOOL ACT effective September 1, 1989, B.C. and any subsequent revisions.
2. To assess competence of school Principals as per current diocesan policy.
3. To advise individual School Councils on matters of policy and administration.
4. To oversee the selection and recruitment of staff.
5. To be available to Principals concerning school organization, deployment of staff, and other school matters.
6. To recommend policy and procedure development and amendment to the Catholic Independent School Society.
7. To maintain liaison between the Catholic Independent Schools Society and personnel in individual schools.
8. To maintain liaison between the Bishop of Nelson and the Ministry of Education, especially with the Independent Schools Branch.
9. To maintain liaison between the Bishop of Nelson, the Catholic Independent Schools Society and the Federation of Independent School Associations.
10. To act as secretary for meetings of the Catholic Independent Schools Society.
11. To encourage and allow for, whenever possible, professional development and community liaison within School Councils and school staffs.

12. To counsel and assist teaching staff whenever necessary.
13. To call and chair meetings of Principals whenever necessary but at least three (3) times during a school year.
14. To give attention to problems and opinions expressed by members of the school community.
15. To ensure that the Catholic Independent Schools Society and specifically the Bishop of Nelson Diocese are kept informed on issues, needs, and operation of the schools.
16. To encourage whenever/wherever possible a Catholic Independent School education for our children.
17. To maintain liaison with the Nelson Diocese Catholic Teachers' Association.
18. To assess work of teachers on request of Principal and/or School Councils.
19. To establish an internal school self evaluation instrument and set a procedure/process for its use.
20. To respond to requests of the Catholic Independent Schools Society, (Nelson Diocese) as they pertain to the present or future needs of the school system.
21. To direct School Councils in the event of a strike in the public school system and all media communication is to take place through the Superintendent's office.
22. Prior to all Principal contracts being signed, if the Superintendent is aware that the principal may be requesting a release from contract in the upcoming year, the School Council Chairperson and Pastor will be so informed before the contract is signed. The principal will be informed in writing that he/she might not be released from contract.
23. To submit budgetary estimates for the Superintendent's Office to the Finance Chair no later than February 1st.