



### **General Accountability:**

This position is accountable for providing overall leadership and strategic direction in the development, implementation and evaluation of programs and services within the Park West School Division, facilitating the articulation of its vision and mandate, creating the processes and structures needed for the implementation and developing the mechanisms to evaluate the outcomes achieved through the process, as well as, providing expert advisory, strategic and program support services to the Board of Trustees.

### **Structure:**

This position reports to the Board of Trustees and has the following five positions reporting to it:

The Secretary-Treasurer – is responsible for planning, directing, supervising and administering the activities of the Finance Office which includes the effective and efficient functioning of all financial, administrative, operational systems in the division.

The Transportation Supervisor – is responsible for planning, directing, supervising and administering all aspects of the transportation system

The Maintenance Supervisor – is responsible for planning, directing, supervising, and administering all aspects of the maintenance department.

Executive Secretary – is responsible for providing executive administrative support to the Superintendent/CEO, and the Board of Trustees.

### **Nature and Scope:**

#### **Environment:**

The Schools Act established by statute that each school division be governed by a corporate body known as a School Board and that this Board be composed of publicly elected trustees. As a corporation, the Board owns property, carries liabilities and is accountable to its electorate. The school board owns and operates properties at multiple sites in many communities throughout its region and provides all mandated educational services to all school age children from each of the communities located within its school district.

The Park West School Division provides educational services to over two thousand students in 14 schools, an adult learning centre and an off-campus high school spread over a large geographic region.



Maintaining a high level of student achievement in a safe and caring environment is a high priority for the system. To that end, Park West has established a wide variety of programs to meet the needs of a diverse student population. An extensive technology infrastructure and support system is in place as the Division continues to seek potentials in using technology to enhance both student learning opportunities and operational efficiencies. Park West also values the establishment of partnerships with other jurisdictions and agencies, especially our First Nation neighbors.

**Functions of this position:**

The Superintendent/CEO is responsible for providing leadership and vision in developing, implementing and evaluating educational programs and services to ensure the achievement of the Board's overall strategic direction. The position is responsible for championing strategic and governance frameworks, as well as, defining short and long term approaches to the implementation of programs, services, policies, systems and operational processes supporting the strategic direction of the Board. The position is responsible for overseeing the development of effective programs, policies, procedures and systems that are consistent with the Board's strategic and corporate approaches and providing direction and leadership in the management of these.

The Superintendent/CEO formulates the strategies and initiatives to accomplish the vision set out by the board. The incumbent provides leadership in changing the orientation of the School Division, refocusing policies and strategic plans to articulate the vision and direction as set out by the board.

The incumbent provides the overall direction for establishing and maintaining strategic policy linkages throughout the Division so that specific operational policies and programs are developed as a coherent whole in support of the Board's mandate and strategic vision. The incumbent ensures that strategic linkages are in place, aligning all elements of the Board's strategic plan, as well as the strategic linkages to the overall policy agenda and prescribed curriculum of the Department of Education

The Superintendent/CEO provides support to the Board through the management of public relations; advising the board on planning for the extension, renovation, construction and repair of buildings; facilitating communication between the board and employees; assisting the board in preparing its annual budget while ensuring that the board maintains a balanced budget; and reporting annually to the Board on student achievement within the school division, deployment of educational assistants and teaching units and the school board's budget.

The Superintendent/CEO is responsible for the provision of advice and support to the Board of Trustees on a wide range of issues. This includes supporting the Board in its



role; briefing and guidance with respect to education matters, especially those of a sensitive nature; and advice on potential implications and risk management for the Board. The incumbent prepares briefing notes, talking points and other documentation to assist the Board in gaining approval for new directions and priorities.

The Superintendent/CEO is responsible for overseeing the preparation and implementation of multi-year operational and workforce plans, policies, guidelines, procedures and controls essential to the management, control, accounting and auditing of the Board's financial resources. The incumbent will manage the Division's operations in a responsible and cost-effective manner, meeting defined service quality standards while respecting the by-laws of the Division; recruiting the best available staff, leading and inspiring them, while holding them accountable and providing honest, constructive feedback as well as developing their potential; encouraging learning and promoting equity, values and ethics.

**Controls:**

The Superintendent/CEO exercises a broad range of independent action and judgment in advising the Board on all aspects of the Department in accordance with The Schools Act. The specific constraints which limit the authority of the position are government legislation, regulations, guidelines, Board by-laws, and policies which govern school board administration.

**Contacts:**

The Superintendent/CEO primary clients are students, parents and employees but also have relationships with other external clients that include provincial bodies such as the Department of Education and other government departments. The position also works with public agencies, professional associations and unions.

**Committees:**

The Superintendent/CEO attends all Board meetings to provide expert advice and direction and performs a leadership role on matters pertaining to program priorities and strategies and controls, which are fundamental to the Board's direction. The Superintendent/CEO may be required to sit on a number of committees within the community and on a provincial basis. In addition, the Superintendent/CEO sits on all Board Standing and Ad Hoc Committees.

**Major Challenges:**



A major challenge for the Superintendent/CEO is to develop and implement the strategic direction and governance structure for the Park West School Division. Leading the implementation of the strategic plan requires the incumbent to obtain approval from all levels of authority to accept and integrate clear accountability and leadership for effective management.

Another major challenge is to provide sustained leadership with regards to the workforce and financial resources agenda by building strong linkages between leadership, learning, networking and communications and to incorporate initiatives to modernize human resource and financial management; to lead the development and implementation of strategic goals that increase opportunities for sharing best practices; to introduce or enhance partnerships with other government organizations; develop new management tools; and address workplace concerns expressed by employees.

Another major challenge is to ensure that strategic planning and program development, risk management, and legal activities are integrated with the interests of a wide variety of management operational concerns, commercial interests of clients and stakeholders and the interests of the Board.

Other challenges of the job arise during the planning and management of projects and initiatives. Expedient discharge of these responsibilities, demands, knowledge and sound judgment concerning time and budgetary constraints, availability of human resources, and reliability of cost estimates, all of which must be applied within the context of broad and seasoned knowledge and judgment. Most problems are solved through consultation with senior colleagues.

**Specific Accountabilities:**

1. Provides strategic and expert legislative, policy and program advisory and support services to the Board on strategic and high profile issues within the Park West School Division.
2. Demonstrates leadership, direction and focus in ensuring the mandate, mission and vision of the Board are consistently delivered through the services of the Division.
3. Provides direction and leadership in human resources, financial resources and policy and planning management by ensuring the development of multi-year strategic, operational and workforce plans.
4. Leads a team of educators and other professional and support staff in delivering high quality educational programs in safe schools that are focused on learning and achievement of educational outcomes.
5. Leads the implementation of a comprehensive education program that is responsible to the needs of all students, parents and the broader community.
6. Oversees the Division's human resources, ensuring that it has the maximum delegated authorities and accountability agreements providing for the



- effective management of all human resource disciplines, policies and programs; and ensuring the development and implementation of effective quality control, functional review and monitoring activities in order to meet statutory, regulatory and central agency requirements.
7. Supports the achievement of strategic initiatives through the development and implementation of innovative and effective frameworks for financial management, asset management, material management and corporate planning and reporting.
  8. Establishes and maintains harmonious relations with union representatives, other departments, agencies and professional associations to ensure that the Board's interests are represented.
  9. Leads the development and maintenance of the overall strategic vision and planning, policy and program/service delivery frameworks and implements accountability frameworks to monitor performance in implementing strategic and operational plans.
  10. Oversees the development of the Board's annual budget and, upon approval, implements and monitors throughout the year to ensure adherence to budget objectives.
  11. Manages public relations for the Board by representing the Board to the public through media contact, public meetings and consultations, as well as, all internal and external communications on behalf of the Board.
  12. Represents the Board on various departmental, community and provincial committees.
  13. Provides strategic leadership and direction in the planning and management of the Division to ensure maximum production and to sustain a creative, professional environment and optimal effectiveness and efficiency.
  14. Provides clear and strong advocacy for Aboriginal and First Nation education. Frequent contact with Chief and Council of the many First Nation communities are critical.