

**Duties of Superintendent**

Without in any way restricting the generality of the administrative position the Superintendent of Schools, under the direction of the Board of Trustees, shall be responsible for the overall operation of the School Division which will include:

1. Providing leadership in planning and developing an educational system to meet the established goals of the Division. Curricula content, staff allocation, capital facilities, school sites, enrolments, and educational equipment are all considered an integral part of the educational system.
2. Working co-operatively with administrative, teaching and non-teaching staff towards the attainment of Division goals.
3. Informing the Board of the educational needs of the Division such as programs, staffing, accommodation and buildings, etc. and making recommendations thereon.
4. Supervising and conducting personnel evaluations as per established policy.  
Rev 13 Nov 01 (16)
5. Developing job descriptions which define the duties of all employees.
6. Providing an administrative system which will encourage and enhance staff development and in-service training for all staff.
7. Communicating Board policies and decisions to the staff. Developing and implementing such administrative procedures and regulations as are required to ensure achievement of the Board's policies.
8. Keeping the Board informed as to the effectiveness of its present policies in relation to goals of the Division and recommending the revision of old or the formulation of new policy as required.
9. Informing the Board of changes in Departmental regulations and recommending possible courses of action to comply with these changes.
10. Maintaining lines of communication with Manitoba Education and those organizations involved with public school education in the province.
11. Collaborating with the Secretary-Treasurer in the preparation of the annual budget of the Division.

12. Attending all regular and special meetings of the Board, except where his own tenure, salary and efficiency are under consideration, unless excused by the Board.
13. The Superintendent is authorized to place student teachers in Pine Creek School Division and inform the Board of such placements.
14. The Superintendent is authorized to accept placement of exchange students in Pine Creek School Division and inform the Board of such placements.
15. The Superintendent is authorized to approve substitute teachers, substitute teacher assistants, substitute clerk librarians, substitute secretaries, substitute custodians, sweepers, and spare bus drivers. The Board is to be kept informed of any new authorizations. **Rev 13 Dec 94**
16. Submit to the Board, recommendation for suspension and dismissal of staff. When a situation arises that is deemed by the Superintendent to be detrimental to the welfare of the School Division he/she may suspend an employee for up to 5 working days with pay. The Chair is to be informed of the suspension and, if required, an emergency meeting of the Board is to be called.
17. Responsible, in conjunction with, the Educational Development Committee and Board for the hiring and transfer of staff as per Staff Selection Recruitment Policy.
18. Performing such duties as may be assigned.

**Rev 12 Dec 89(71); 23 Oct 90(465); 23 Nov 93; 13 Dec 94; Rev 23 Apr 96; Rev 13 Nov 01 (16) Rev 20 Nov 06**