



1.09 Designated Superintendent

1. General Administration - Administrative Procedure Manual

If the Superintendent is unable to attend to his/her duties and responsibilities due to illness or is away on an authorized professional or personal absence and is not practically able to remain in contact with the school division, the responsibility and authority to act on behalf of the Division in day-to-day educational matters can be delegated, by the Secretary-Treasurer, to the Designated Superintendent (DS) to work in collaboration with the Secretary-Treasurer of the school division.

Each year the Board will appoint a Designated Superintendent (DS) and one Alternate Designated Superintendent (ADS), as jointly recommended by the Superintendent and Secretary-Treasurer, to cover such times of absence. The DS will be selected for appointment from the educators on the Administrative Council made up of the division's school principals and the Student Services Coordinator. If the appointed DS is not available during the Superintendent's absence, the authority to act on behalf of the school division in collaboration with the Secretary Treasurer may fall to the ADS. The DS or ADS shall be considered as being seconded from their regular position in the school division without loss of that position or loss of seniority for the time they serve in the Superintendent's absence. The DS or ADS shall receive a per diem payment for each day they are called upon by the Secretary-Treasurer to act in the role of the DS. The per diem will be above their regular salary and administrative allowance in an amount to be determined annually by the Board of Trustees.

If circumstances are likely to result in the absence of the Superintendent for a period of more than four (4) consecutive weeks during the school year, then the Board shall, at a regular or special meeting, designate a person who shall assume the full responsibility and authority as Interim Superintendent until the return of the Superintendent. The person designated will not necessarily be the DS or the ADS, who are normally selected for shorter term absences, and could be an outside appointment should the Board deem that as the best and least disruptive solution to the Superintendent's absence.

In the event of serious illness or death of the Superintendent, a special meeting of the Board will be called to deal with both the short term appointment of an Interim Superintendent and longer term solutions.

Criteria for appointment of Designated Superintendent of Schools


As part of PCSD Board Governance Policy #15 on Contingency Planning, and in order to protect the Board and the Division from any sudden loss of services due to the absence of Senior Administration, each senior administrator will ensure that the other senior administrator is familiar with relevant issues including the principles of policy leadership and good governance.

The Board is tasked with ensuring that measures are in place to allow for the timely continuation of Division services in the event of the loss of said services. To comply with Policy #15, each year the Superintendent will recommend to the Board two members of the Division's Administrative Council to serve, during times where the Superintendent is absent for an extended period of time, as Designated Superintendent and Alternate Designated Superintendent. Candidates will be selected for appointment per the following criteria:

As evidenced through demonstrated administrative experience within the Division, the Designated Superintendent/Alternate Designated Superintendent will have established his/her ability to...

- Enhance his/her academic qualifications – attain a minimum of Masters or Post Baccalaureate degree in an appropriate field of study, or be enrolled in a post-graduate degree program with an expected graduation date. (5)
- work jointly and cooperatively with the Secretary-Treasurer as part of a Divisional Administrative Team .(5)
- work cooperatively with administrative, teaching, and non-teaching staff in meeting the established goals of the Division’s strategic plan and attainment of Division goals. (4)
- provide leadership in planning and developing and meeting the established goals of the Division. (4)
- make disciplinary decisions and ensure appropriate documentation. (3)
- inform and make recommendations with regards to educational needs of the Division. (3)
- administer Board Policies and Divisional Administrative Procedures. (3)
- communicate Board Policies and decisions to staff. (3)
- assume responsibility for publicity and public relations to ensure public awareness of educational services, programming, activities, needs, and successes in his/her school .(3)
- develop and maintain relationships with his/her community. (3)
- understand negotiation principles and apply them in a number of areas (3)
- supervise and manage staff. (2)

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Criterion						
The Designated Superintendent/Alternate Designated Superintendent will have established his/her ability to...	Weight					
...enhance his/her academic qualifications – attain a Masters/Post Baccalaureate degree or be enrolled a post graduate degree program.	5					
...work jointly and cooperatively with the Secretary-Treasurer as part of a Divisional Administrative Team.	5					
...work cooperatively with administrative, teaching, and non-teaching staff in meeting the established goals of the Division's strategic plan and attainment of Division goals.	4					
...provide leadership in planning and developing and meeting the established goals of the Division.	4					
...make disciplinary decisions and ensure appropriate documentation.	3					
...inform and make recommendations with regards to educational needs of the Division.	3					
...administer Board Policies and Divisional Administrative Procedures.	3					
...communicate Board Policies and decisions to staff.	3					
...assume responsibility for publicity and public relations to ensure public awareness of educational services, programming, activities, needs, and successes in his/her school.	3					
...understand negotiation principles and apply them in a number of areas.	3					
...develop and maintain relationships with his/her community.	3					
...supervise and manage staff.	2					
Total Score 	44					