

Pine Creek School Division

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Duties of Superintendent

The Superintendent is the educational leader of the Division.

The Superintendent works under the authority of the Board of Trustees and jointly with the Secretary-Treasurer as part of a Divisional Administrative Team.

Without in any way restricting the generality of the administrative position the Superintendent shall, under the direction of the Board of Trustees and acting in accordance with divisional policy, the Public Schools Act, the Educational Administrative Act and provincial regulations, be responsible for the overall operation of the School Division which will include:

Educational Leadership

1. Provides 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. Works co-operatively with administrative, teaching and non-teaching staff towards the development of the Division's strategic plan and the attainment of Division goals. Responsible for reporting to both the Province and the Board on progress.
3. Manages the administrative system to encourage and enhance staff development and provides professional development for educational staff.
4. Serves as the Attendance and Truancy Officer for the school division.

Human Resources/Labour Relations

1. Plans and administers an efficient system to deal with the selection, assignment, training, transfer, supervision, evaluation, lay-off and resignation of all staff, as well as submits to the Board recommendations for all administrative and supervisory staff.
2. Develops and maintains job descriptions which define the duties of educational employees.
3. Ensures personnel files contain matters pertaining to discipline and performance evaluation as per Divisional policy.

4. Liaises on an ongoing basis with the Manitoba School Boards Labour Relations Department:
 - Interprets and administers multiple collective agreements and employment contracts.
 - Participates in negotiation of collective agreements for unionized contracts. Works with MSBA Labour Relations Consultant to prepare for collective bargaining, create the bargaining mandate with the Finance Committee of the Board, and is responsible for the implementation of any new provisions of a newly signed collective agreement.
 - Conducts investigations into alleged employee behavioural or conduct issues. Provides supporting investigative documentation.
 - Makes disciplinary decisions and ensures appropriate documentation.
 - Submits to the Board recommendations for suspension and dismissal of staff. In the case of an emergency, has the authority to suspend a member of the staff, any such suspensions to be reported to the Board.
 - Plans strategies to deal with union grievances, arbitrations and resolutions
 - Attends labour management meetings and confers with unions on issues affecting pertaining to the employee groups or collective agreements
 - Ensures that the Division is aware of changes to employment legislation or legal jurisprudence and ensures the Division is obliging changes to the law.
 - Directs Principals and other supervisors on the application of the collective agreements and changes to employment legislation.
5. Authorizes the placement of student teachers in schools and informing the Board of such placements.
6. Directs employees to be placed on administrative leave as per Division Policy.
7. Makes recommendations to the Board 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. Keeps the Chair informed of the suspension and, if required, calls an emergency meeting of the Board.

Board Relations

1. Informs the Board of the educational needs of the Division in all areas of the Superintendent's responsibilities and makes recommendations thereon.

2. Works with the Board for the creation of new policy and procedures and the review and revision of existing policy and procedures.
3. Informs the Board about new legislation or changes to legislation and the application to the Division and brings forward plans for to the implementation of such legislative requirements.
4. Attends all regular and special meetings of the Board and its committees, except where his own tenure, salary and efficiency are under consideration, unless excused by the Board.
5. Works with the Board to develop the Division's strategic short term and long term plan and priorities.
6. Attends all meetings of the Workplace Safety & Health Committee and serves as the Employer Representative for all functions of the Committee.
7. Attends, along with School Board Trustees, the Manitoba Association of School Boards annual convention and regional meetings.

Communications

1. Maintains lines of communication with the provincial ministry responsible for education and those organizations involved with public school education in the province.
2. Communicates Board policies and decisions to the staff. Develops and implements such administrative procedures and regulations as are required to ensure achievement of the Board's policies.
3. Collaborates with the Secretary-Treasurer in the preparation of the annual budget of the Division.
4. Assumes responsibility for publicity and public relations to ensure public awareness of the Division's educational services, programming, activities, needs and successes under the jurisdiction of this position.

Management

1. Supervises and manages staff including School Administrators, Manager of Information Technology, Student Services Coordinator and the Executive Assistant.
2. Oversees technological development initiatives.
3. Represents the school division in educational consortiums formed to serve the needs to the Division's students. Eg. Teacher Mediated Option Consortium and Career Development Consortium.

Public Relations

1. Works with stakeholder groups to gather and share information and to build relationships.
2. Acts as spokesperson for the Division on day to day issues and issues of an emergent nature.
3. Works with the Board on media and public relations communications.
4. Deals with parental concerns regarding major school incidents, school planning or transportation issues.

Relationships

1. Develops and maintains relationships with Indigenous communities.
2. Develops and maintains relationships with Hutterian communities.
3. Develops and maintains relationships with Union executive personnel.
4. Participates in the Manitoba Association of School Superintendents.
5. Participates in Region #2 Superintendent meetings.
6. Participates in Region MSBA Labour Relations discussions.

General Duties

1. Accepts placement of exchange students in Pine Creek School Division and informs the Board of such placements.
2. Performs such duties as may be assigned or delegated.

Qualifications

1. Manitoba Department of Education Professional Teacher's Certificate.
2. A minimum of five courses in education administration or a related field.
3. A minimum of eight years of experience in education, five of which are in school administration.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Demonstrated competencies and understanding of school finance and human resources functions.
6. The ability to plan, develop, manage, and control large budgets.
7. Demonstrated ability to effectively manage staff.
8. Demonstrated ability to understand negotiation principles and to apply them in a number of areas.