

## **POLICY #3200**

### **SUPERINTENDENT OF SCHOOLS - POSITION DESCRIPTION**

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**IMMEDIATE SUPERVISOR:** The Surrey Board of Education

The superintendent of schools is the chief executive officer of the Surrey Board of Education and is responsible for carrying out the board's objectives, administering its policies and providing leadership in organizational and educational administration and instructional practice in the district. The superintendent is also responsible for ensuring compliance with The School Act, Regulations and related Ministerial Orders.

#### **RESPONSIBILITIES**

As the board's chief executive officer and, except as otherwise provided by law, the superintendent:

1. Develops and implements policies, regulations and procedures to effectively administer the school district.
2. Ensures the board is informed of the operation of the district and provides such reports as the board may require to ensure the district is being managed in an effective and efficient manner.
3. Coordinates the operation of district departments, and delegates functions and responsibilities as required so that:
  - a) Effective educational, business and general operational practices are in place and are regularly supervised, monitored and adjusted to achieve success.
  - b) Processes are in place to identify, recruit, evaluate and support staff in leadership positions in order to establish and maintain a high quality district team.
4. Establishes and maintains positive professional relationships with internal and external groups and agencies in order to build effective partnerships in support of public education and a strong community-wide commitment to student success.

The specific enumeration of the responsibilities of the superintendent of schools as detailed above will not act to limit the broad authority and responsibility of the office.

*Revised: 2011-05-19 (In-Camera)*

*Approved: 1981-12-07 (In-Camera)*