

**THE SUPERINTENDENT OF SCHOOLS: Role**

Role 401

The Superintendent of Schools is responsible to the Board of Directors for the overall leadership and management of the Catholic Independent Schools, Diocese of Prince George (CISPG).

The Superintendent of Schools may delegate responsibilities as deemed appropriate.

**Responsibilities of the Superintendent of Schools**

1. Catholic Leadership
  - 1.1. Be a practicing Catholic and witness of the faith at work, in the parish and community.
  - 1.2. Implement CISPG vision, mission, and strategic anchors.
  - 1.3. Model good judgement and decision-making based on Christian values, current research and the direction of the CISPG Board.
2. Accountability
  - 2.1. Prepare, in consultation with the president, agendas and background materials for meetings of the Board and CISPG Leadership.
  - 2.2. Attend all meetings of the Board of Directors and provide report(s) to inform the Board of the status of the schools in relation to the Board-approved strategic anchors.
  - 2.3. Circulate policies issued by the Board of Directors.
  - 2.4. Clarify, implement, and suggest revisions to Board policies.
  - 2.5. Oversee the financial stewardship of the schools, including review of the budgets of each school.
  - 2.6. Prepare reports to the Ministry of Education as required.
3. Relational Leadership
  - 3.1. Foster leadership capacity in others and facilitate team development and collaboration by:
    - 3.1.1. mentoring principals to support them in their role as leaders in Catholic education;
    - 3.1.2. collaborating with pastors and School Council chairpersons to support their roles as leaders in Catholic education;
    - 3.1.3. connect with other diocesan Catholic Superintendents and Catholic Independent Schools Committee of British Columbia and FISA;
    - 3.1.4. model clear and effective communication.
4. HR
  - 4.1. Hire, supervise and evaluate the Superintendent's Office staff
  - 4.2. Fill principal and teacher vacancies
  - 4.3. Ensure principals, teachers and support staff are evaluated; seek legal advice for HR matters as needed.

- 4.4. Review annual professional growth plans for principals and provide feedback.
- 4.5. Provide a common assessment tool for principals to use to evaluate support staff.
- 4.6. Conduct an Internal school review process every 6 years.
- 4.7. Keep School Councils informed on matters relating to CISPG, Ministry of Education, FISA, CISCBC, etc.
- 4.8. In consultation with the CISPG Board Treasurer and Finance Officer, prepare preliminary and final budgets for the CISPG Board.
- 4.9. Demonstrate good stewardship of funds approved by the Board.
- 4.10. Prepare press releases to the media and such tasks as may be assigned from time to time by the Board of Directors.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>