



Policies and Procedures
Section Three – Staff Policies

303.1 – DUTIES OF THE SUPERINTENDENT

TIME ALLOTMENT: 1.0

INTRODUCTION:

The superintendent's major responsibility is to nurture the development of a distinctively Christian school culture where the mission and vision are understood and implemented in a caring, Christ-like manner. The superintendent shall oversee the implementation of all educational programs of the school in close cooperation and consultation with administrative colleagues and the teaching staff. The superintendent will supervise the total school program with the ultimate goal being the **fulfillment of the school's well-defined mission statement**. The superintendent is responsible to develop a strong, positive administrative team by fostering mutual responsibility, affirming the core values, and utilizing diversity, prudent delegation and mutual accountability. The superintendent must work closely with the school board and administrative officers of the school (principals, directors and business administrator). The superintendent will also serve as a spiritual leader in the school community, modeling servant leadership and a Christ-like character.

The superintendent is directly responsible to the school board.

ALL-SCHOOL RESPONSIBILITIES

The superintendent:

1. Shall maintain proper liaison between the school and professional bodies such as ACSI and FISA, other educational institutions and the Ministry of Education.
2. Is responsible to organize "all school" responsibilities, delegate authority appropriately, and provide accountability.
3. Is responsible to organize all-school staff meetings and gatherings as needed, and provide appropriate agendas for these.

COMMUNITY LEADERSHIP

The superintendent:

1. Shall represent the school in appropriate community contexts for the purposes of public relations and school promotion, and will speak on behalf of the school when only one voice is appropriate.
2. Shall, as time permits, act as a resource for other Christian schools and organizations.

EDUCATIONAL LEADERSHIP

The superintendent shall:

1. Establish and clarify both short and long range goals for the school ensuring that they are philosophically and educationally sound as well as administratively feasible.
2. Ensure that all educational programs meet the guidelines of the Ministry of Education for a level one school as defined by the Independent School Act.
3. Work with the staff to establish a wholesome Christian atmosphere and learning climate in the school.
4. Encourage innovative thinking and action with all personnel and throughout all programs.
5. Ensure there is continued quality improvement through a process of planning, acting, evaluating and making changes where necessary, so that the school is continually growing in excellence.
6. Coordinate and encourage professional development activities especially in the area of mission, vision, core values and the foundations of Christian education.
7. Encourage the spiritual growth and development of the staff.
8. Act as a resource person for members of the administrative team, board and committee leaders, and parents.

ADMINISTRATIVE RESPONSIBILITIES

The superintendent shall:

1. Work with the board and staff in the development of policy, and ensure that board policies are implemented appropriately.
2. Work with the board and staff in establishing the fiscal framework in which the school operates, e.g. budgeting, conditions of employment, etc.
3. Provide leadership and evaluation to and meet on a regular basis with the administrative team. Specifically, this team will consist of the high school and elementary administrators and business administrator.
4. Oversee the board policy guidelines and procedures for student enrollment.
5. Lead any joint staff meetings and “all-school” functions when necessary.

PERSONNEL

The superintendent shall:

1. Oversee the development of policies as they relate to personnel issues.
2. Ensure that qualified staff is recruited for all areas.

DEVELOPMENT

The superintendent shall:

1. Work with the board, staff and committees of the board when planning future growth and development.
2. Work with the advancement director in the development and promotion of the school.
3. Work with the staff in providing opportunities for leadership development and enhanced understanding of the school's mission, vision and culture.

CONFLICT MANAGEMENT

The superintendent shall:

1. Oversee the final appeal process in major discipline cases, suspensions, and dismissals, or other situations where successful resolution has not been reached.
2. Provide accountability to ensure that due process has been granted in major discipline situations.

BOARD AND COMMITTEE MEMBERSHIPS

The superintendent shall:

1. Attend and participate as a non-voting member at regular meetings of the Board of Directors.
2. Attend, participate and vote at meetings of the following committees:
 - Finance (ongoing)
 - Member Care, Strategic Planning, Building (as needed)
3. Be involved in other committees that may be established (by the board or administration) for specific purposes when required. for example: Capital Campaign Committee and Sponsorship Committee