



File CC

SUPERINTENDENT/SECRETARY-TREASURER

Qualifications:

1. Manitoba Education School Administrator's or Principal's Certificate.
2. Strong leadership abilities, demonstrated professional commitment and above average interpersonal skills.
3. A minimum of five courses in education administration or a related field.
4. A minimum of eight years of experience in education, five of which are in school administration.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Board of Trustees

Supervises: All school administration and supervisory staff.

Job Goal:

To act as Chief Executive Officer of the School Division. To promote, directly and through delegation, a total program which will serve efficiently the overall needs of the Division. To assist the Board of Trustees in developing strategic plans for the School Division.

To perform the duties of Chief Executive Officer within the provisions of the *Public Schools Act*, the regulations of the Manitoba Education and Advanced Learning, and the policies and Annual Budget of the Portage la Prairie School Division.

Performance Responsibilities:

1. Assumes responsibility for needs assessment, evaluation, coordination and planning of the Division, the schools, and the implementation of Board policies and programs.
2. 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.
3. Submits to the Board recommendations for suspension, and dismissals of staff. In case of an emergency, has the authority to suspend a member of the staff, any such suspensions to be reported to the Board.
4. Attends and participates in all meetings of the Board and its committees as is practical.



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5. Prepares and administers the Annual Budget and establishes and supervises a program of accounting and reporting of the transactions of the School Division acceptable to the Board's auditors and the School Board.
6. Keeps the Board informed on the need for school sites and school accommodation and makes recommendations thereon.
7. Assumes responsibility for the supervision of the Transportation and Maintenance departments.
8. Suspends, for a period not exceeding six weeks, a pupil who persists in conduct that he/she deems injurious to the welfare of the school.
9. Performs such other tasks as may from time to time be assigned by the Board.

Terms of Employment: A twelve month year.

Evaluation:

The Administration and Public Relations Committee of the Board shall complete a performance evaluation of the Superintendent by the end of every other academic year. The Chair of the Board and the Chair of the Admin. P.R. Committee shall review the report with the Superintendent.

See also DBA