



**SUPERINTENDENT/CEO JOB DESCRIPTION
AND EVALUATION PROCEDURES**

A. Job Description

The Superintendent/CEO is responsible for the overall leadership and management of the Division’s schools and support facilities. The Superintendent/CEO may choose to delegate the exercise of identified powers, duties and responsibilities to other Divisional personnel, but shall remain accountable for actions taken under such delegation.

The Superintendent/CEO shall have overall accountability for the effective and efficient operation of the division office and public schools of the Division, including program delivery, support services, financial administration, school systems administration, technological innovation, management and supervision of all division employees.

The Superintendent/CEO will provide a link between the day-to-day administration of the Division and the Board, and oversee the development and accomplishment of the goals and priorities of the Division.

The Superintendent/CEO will take the necessary measures to ensure the Board is informed, supported and protected in its work.

The Superintendent/CEO is authorized to establish administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.

The Superintendent/CEO will work collaboratively with the Board of Trustees, Senior Administration, government stakeholders, community, parents, staff and students to improve the learning outcomes for all students.

In addition to the above, along with other duties assigned by the Board of Trustees, the expectations for the Superintendent/CEO are outlined in the following seven domains:

1. Student Learning

The Superintendent/CEO will demonstrate knowledge of current curriculum and instructional trends and maintain overall responsibility for ensuring both divisional and school plans incorporate strategies to foster and develop the full potential of all students.

He/She will ensure the necessary structures and systems to support the diverse learning needs of students are in place and school facilities are safe, secure and support student learning.

2. Climate

The Superintendent/CEO in consultation with the Board of Trustees and Senior Administration shall promote a safe and respectful environment which demonstrates tolerance, acceptance and civility enhancing division morale.

The celebration of staff and student accomplishments will be encouraged in all areas.

Cross Reference:	Board Policy #7 – Board and Superintendent/CEO Relationship		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date:	Page 1 of 4



**SUPERINTENDENT/CEO JOB DESCRIPTION
AND EVALUATION PROCEDURES**

3. Leadership

The Board of Trustees for Mountain View School Division expects the Superintendent/CEO to be inspiring, collaborative and committed to providing strategic direction. The Superintendent/CEO will demonstrate a commitment to collaborative decision-making, balanced with the will to make challenging decisions that serve the best interest of students and the division as a whole.

The Superintendent/CEO will ensure there are opportunities for personal growth and development for all employees aligned to the priorities established in the division plan.

4. Management

The Superintendent/CEO will ensure that all human, material and financial resources are managed in a fair and equitable manner which shall be demonstrated by:

- Safe, caring and respectful school plans
- development, compliance and review protocols of division policy and procedures
- Timely information to the Board of Trustees
- Providing leadership and support, with the Secretary-Treasurer(s) and the Board of Trustees in the preparation of the annual Divisional budget.
- Providing Trustees with information, advice and support necessary to fulfill its governance role
- Proactive strategies to ensure "best practices" are maintained in all division schools
- Ongoing review of effectiveness of programs and services via the divisional planning process
- Organize and institute a board orientation session after every election
- Organize board/senior administration planning sessions as required

5. Professionalism

The Superintendent/CEO shall exemplify strong moral values, ethical conduct and demonstrate a commitment to Mountain View School Division's Mission and Vision Statements. The Superintendent/CEO will possess excellent administrative, communication and interpersonal skills. The Superintendent/CEO will demonstrate a commitment to personal professional development and growth.

6. Communication

The Superintendent/CEO will demonstrate strong, effective communication skills in all settings. The Superintendent/CEO serves, together with the Board Chair, as the Division's spokesperson to the community and the media. The Superintendent/CEO will have demonstrated the ability to build positive and trusting relationship with all internal and external stakeholders.

Cross Reference:	Board Policy #7 – Board and Superintendent/CEO Relationship		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date:	Page 2 of 4



**SUPERINTENDENT/CEO JOB DESCRIPTION
AND EVALUATION PROCEDURES**

7. Personnel

The Superintendent/CEO maintains the overall responsibility for the selection, assignment, transfer and promotion of all professional and support staff. The Superintendent/CEO will ensure contractual obligations are fulfilled and that staff performance issues are dealt with in an appropriate manner and effectively documented.

The Superintendent/CEO shall be responsible for the Professional Development of all teaching and support staff and ensure the evaluation of division staff is undertaken in accordance with Divisional Policies.

B. Evaluation Procedures of the Superintendent/CEO

- a. The position description for the Superintendent/CEO shall serve as a parameter for the scope of the evaluation.
- b. The annual goals established by Superintendent/CEO shall form part of this annual evaluation.
- c. The Mountain View School Division Divisional Plan will form a crucial component of the evaluation of the Superintendent/CEO.
 - The Superintendent/CEO evaluation should be aligned to the Division's general progress with regard to the priorities established in the Divisional Plan.
 - The Mountain View School Division annual progress report shall be a primary consideration in the evaluation of the Superintendent/CEO.
- d. The areas of focus for the evaluation of the Superintendent/CEO shall follow the domains identified in the Superintendent/CEO Job Description above. The criteria for each domain are established in the evaluation template attached.

The Board of Trustees through the Chair of the Board or designate (see General Guidelines below) may also comment on the following areas as part of the annual evaluation of Superintendent/CEO:

- Relationship with the Board of Trustees
- Organizational Effectiveness
- Communication and Community Relations

1. General Guidelines

- a. Annually, the Board of Trustees will review the current job description of the Superintendent/CEO. Such review shall be conducted in a Committee of the Whole (In-Camera) meeting dedicated specifically to the performance appraisal of the Superintendent/CEO, who shall be present for his/her evaluation.

Cross Reference:		Board Policy #7 – Board and Superintendent/CEO Relationship	
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date:	Page 3 of 4



**SUPERINTENDENT/CEO JOB DESCRIPTION
AND EVALUATION PROCEDURES**

- b. The Board of Trustees recognize that the evaluation of the Superintendent/CEO will be based on a combination of leadership attributes and goal achievements. Therefore the evaluation will be based on domains that represent both areas. Identified strengths and areas requiring improvement will form the basis of discussions which would culminate in a plan focused on encouraging growth and development over time.
- c. The Superintendent/CEO shall complete his/her self-evaluation and submit it to the Chair of the Board or designate not later than August 31 of each year.
- d. Once every three years, the Board of Trustees may employ the use of a 360 degree evaluation model. The Board Chair, in consultation with all Trustees, shall determine the process of how this will be undertaken (i.e. internally or with an external professional trained in 360 degree evaluations).
- e. Each trustee will complete the approved evaluation feedback form and submit to the Board Chair or designate of the Board prior to September 30 of each school year. The Board Chair or designate shall complete a composite of the individual responses, which shall be reviewed by the Committee of the Whole (see Board Procedures – Superintendent/CEO Evaluation Template).
- f. The Board as a whole shall meet separately with the Superintendent/CEO prior to October 31, wherein he/she will be afforded the opportunity to dialogue with the Board of Trustees regarding the evaluation.
- g. The completed evaluation shall be duly signed and witnessed by the Chair of the Board and the Superintendent/CEO and an original copy placed in his/her respective personnel file.

Cross Reference:	Board Policy #7 – Board and Superintendent/CEO Relationship		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date:	Page 4 of 4