

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

BOARD POLICY NO. GOV-04	
Approved	
Last Revised	
Board Motion	

ROLE OF THE SUPERVISORY OFFICER

1. PURPOSE

This governance policy describes the major areas of responsibility of the supervisory officer as the chief education officer and the chief executive officer of the Board. Together with Board Policy Role of the Corporate Board, this policy clarifies the distinction between the Board’s responsibility to govern and the supervisory officer’s executive and administrative duties.

POLICY: AREAS OF THE SUPERVISORY OFFICER’S RESPONSIBILITY

STUDENT ACHIEVEMENT AND WELL-BEING

- Takes the necessary steps to provide a safe, caring, learning environment.
- Provides advice and leadership to the Board in setting goals for student achievement and well-being, and in promoting the value that all children can learn.
- Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- Maintains the conditions that foster respectful and responsible behaviour for each student.
- Takes the necessary steps to provide for the safety and well-being of students while participating in school programs or being transported to or from school programs on transportation provided by the Board.
- Takes the necessary steps to provide appropriate facilities to accommodate students.

EDUCATIONAL LEADERSHIP

- Provides advice, leadership, and direction to the Board on all educational matters.
- Provides direction and educational leadership for Ministik School and is accountable for the effective functioning of the district.
- Develops and maintains positive and effective relations with provincial and regional Ministry of Education officials and with the staff at local government levels.
- Advocates for the district’s needs at the provincial level.
- Develops and maintains positive and effective relations with the system leadership team and all staff members.
- Provides a supervisory officer’s annual report to the Board and to the Minister on action taken during the previous year, as required by legislation.

SUPERVISORY OFFICER/BOARD RELATIONS

- Establishes and maintains positive working relations with the Board and individual Board members.
- Supports the corporate Board in performing its role and facilitates the implementation of its role as outlined in Board policy.
- Communicates effectively with the governing Board and individual Board members.

SYSTEM LEADERSHIP AND PLANNING

- Demonstrates positive and proactive leadership that has the support of the staff with whom the supervisory officer works most closely.
- Develops effective approaches for succession planning.
- Provides leadership for the development and annual review of the Board's multi-year plan.
- Ensures that the multi-year strategic directions establish Board priorities and identify specific measures and resources that will be applied in achieving those priorities, specifically with regard to the Board's responsibility for student achievement.
- Ensures appropriate involvement of the Board in system planning (approval of process and timelines, establishment of Board priorities and expected outcomes, and final Board approval).
- Reports regularly on implementation and results achieved in relation to the Board's multi-year strategic directions and district improvement plans.

FISCAL RESPONSIBILITY

- Ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- Ensures that the fiscal management of the district is in alignment with the Board's multi-year strategic plan.

ORGANIZATIONAL MANAGEMENT

- Demonstrates effective organizational skills that result in district compliance with legal, Ministerial, and Board mandates and timelines.
- Reports to the Board and Minister with respect to matters identified in and required by the *Education Act* and Regulations.
- Brings to the attention of the Board any act or omission by the Board that in the opinion of the supervisory officer may result in or has resulted in a contravention of the *Education Act* or any policy, guideline, or regulation made under the *Act*.
- Advises the Deputy Minister of Education of the act or omission if the Board does not respond in a satisfactory manner to an act of omission brought to its attention.

PERSONNEL MANAGEMENT

- Has overall authority and responsibility for all personnel-related issues, except those personnel matters precluded by Board policy, legislation, or collective agreements.
- Ensures effective processes are in place for the selection, supervision, development, and performance review of all staff.
- Ensures effective processes are in place for ongoing capacity building and succession planning throughout the organization.
- Ensures compliance with human rights and labour relations legislation.

- Makes every effort to identify and remove discriminatory biases and systemic barriers that would limit the opportunities for individuals from diverse communities for employment, promotion, and succession planning in all positions in the school and the district.

POLICY/PROCEDURES

- Provides leadership in the planning and development of Board policies.
- Provides leadership and accountability for the implementation and review of Board policies.
- Provides leadership and accountability for the planning, development, implementation, and evaluation of administrative procedures.

COMMUNICATIONS AND COMMUNITY RELATIONS

- Establishes effective communication strategies to keep the staff and community informed of key monitoring reports, student and staff achievements, local issues, and Board decisions.
- Ensures open, transparent, and positive internal and external communications are in place.
- Ensures that the School Council has the opportunity to provide appropriate advice and support as required in the regulations and/or Board policy.
- Participates in community affairs in order to enhance and support the district and promote public education.

RECOGNITION AND PUBLIC RELATIONS

- Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff, volunteer, and district successes.

REFERENCE DOCUMENTS***Legal:***

Education Act, S. 283 Chief Executive Officer

Education Act. S. 283.1 Duties of Supervisory officer

Board:

Board Governance Policies

Administrative Procedures

Multi-Year Plan: Strategic Directions and Key Priorities