



Rationale

The Board of Directors for CISDV requires a well qualified Catholic educator and administrator to provide the Catholic schools of the Diocese with expert leadership and advice to the Board on matters relating to education and Catholic identity and to ensure the policies formulated by the Board of Directors are put into effect in an efficient manner.

Policy

The Superintendent of Schools is directly responsible to the Board of Directors for the leadership and management of the Catholic schools of the Diocese of Victoria.

Regulation

1. The Superintendent is responsible and held accountable to the Board of Directors for the overall supervision **and, subject to the Bishop, the spiritual leadership** of the Catholic schools system in the diocese.
2. In the day-to-day operation of the Society he/she is responsible for advising the Board of Directors on matters arising in all areas of C.I.S.D.V., for recommending policies to the Board of Directors, and for implementing policies adopted by the Board of Directors.
3. The Superintendent may delegate responsibilities as is deemed appropriate.

The Superintendent shall assume the following duties and responsibilities:

1. **In relation to the Board of Directors.**
 - 1.1 Prepares, in consultation with the Bishop, agendas and background material for meetings of the Board.
 - 1.2 Attends all meetings of the Board of Directors.
 - 1.3 Prepares and circulates in co-operation with the Bishop, directives issued by the Board of Directors.
 - 1.4 Informs the Board of Directors on all aspects of the operation of the Society.
 - 1.5 Monitors the financial management of the schools.
2. **Developing plans and policies for the system.**



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- 2.1 Develops, in co-operation with the Board of Directors, Local School Council members, and the Administrators' Council, long range plans in **areas** such as, **but not** limited to, Catholicity, Curriculum, Facilities and Building and Maintenance, mainly through committees.
Establishes for the approval of the Board of Directors, in consultation with the Administrators' Council, system plans for each school year.
 - 2.3 Creates, in consultation with the Administrators' Council when appropriate and expedient, plans to deal with contingencies that arise during the school year.
 - 2.4 Arranges for the systematic review and revision of system and Local School Council policies as required.
3. **Making decisions concerning the operation of the system.**
- 3.1 Determines means by which system objectives and plans are realized.
 - 3.2 Interprets system policies to the employees of the school system.
 - 3.3 Mediates conflicts that might arise from time to time within the system.
 - 3.4 Decides, in consultation with the appropriate personnel, the action to be taken to solve problems that arise within the system from day to day.
 - 3.5 Serves as a member on the following groups:
 - Administrators' Council
 - Catholic Independent School Committee of BC
4. **Serves in an advisory capacity to Local School Councils.**
- 4.1 Attends regular Local School Council meetings as requested.
 - 4.2 Provides information on the role of Local School Council members.
 - 4.3 Monitors and advises on Local School Council policy development.
 - 4.4 Keeps Local School Councils informed on matters relating to C.I.S.D.V., Ministry of Education, FISA, CISCBC, etc.
5. **Selecting and supervising administrative personnel.**
- 5.1 Develops procedures for the selection and hiring and termination



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- of administrative personnel.
 - 5.2 Discusses with Principals their developmental plans for the coming year.
 - 5.3 Discusses with Principals the extent to which the maintenance and growth objectives have been achieved.
 - 5.4 Provides advice to Principals as they work with problems which arise from time to time during the school year.
 - 5.5 Co-ordinates procedures for conducting a school review process which includes an evaluation of the school principal.
 - 5.6 Provides annual reports to local boards on Administrative Functions, Personnel, etc. on request.
6. **Selecting and supervising professional staff.**
- 6.1 Develops procedures for the selection hiring, evaluation and termination of all professional staff.
 - 6.2 Monitors the teacher evaluation programs at the school level.
 - 6.3 In consultation with the Principals confirms the employment status of probationary teachers.
 - 6.4 Conducts teacher evaluations when requested.
 - 6.5 Maintains a list of approved substitute teachers.
7. **Other staff.**
- 7.1 Develops procedures for the selection, hiring, evaluation and termination of all other staff including support staff, contract, and casual employees.
 - 7.2 Monitors the support staff evaluation program at the schools.
8. **Curriculum**
- 8.1 Ensures that curriculum meets the standards of the Board of Directors and the Ministry of Education.
 - 8.2 Advises on new developments in curriculum.
 - 8.3 Develops methods of implementation of new curriculum.
 - 8.4 Encourages and facilitates the inclusion of Catholic content in the government curriculum.
 - 8.5 Provides for a review of curriculum on a system wide basis.



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9. **Represents the interests of Catholic education on behalf of the diocese.**
 - 9.1 Acts as spokesperson for the Bishop on matters of Catholic education.
 - 9.2 Acts on behalf of the Bishop when required on matters relating to Catholic education in the diocese.
 - 9.3 Attends **regular** staff meetings and in-services of staff of the Pastoral Centre.

 10. **Communicating with the general community.**
 - 10.1 Prepares releases to the media.
 - 10.2 Prepares reports to the Ministry of Education as required.
 - 10.3 Presents talks and papers as requested.
 - 10.4 Becomes actively involved in community organizations.
 - 10.5 Answers enquiries from the general public.

 11. **Keeping abreast of education developments.**
 - 11.1 Reads professional literature.
 - 11.2 Attends education conferences, workshops, and courses.
 - 11.3 Visits other school systems.

 12. **Acting as C.I.S.D.V. representative.**
 - 12.1 Meets with provincial government officials.
 - 12.2 Meets with civic officials.
 - 12.3 Meets with the public at large concerning educational matters.
 - 12.4 Attends ceremonial gatherings.

 13. **Maintaining contact with other educational organizations.**
 - 13.1 Meets with officials from other school districts.
 - 13.2 Meets with Ministry of Education officials.
 - 13.3 Attends meeting of the Catholic Independent School Committee of British Columbia.

 14. **Performs such tasks as may be assigned from time to time by the Bishop or the Board of Directors.**



	Approved
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Cross-reference:	Date(s) Revised: September 2001, 2009, March 2012