

2.0. Human Resources

2.B. Position Descriptions

SUPERINTENDENT/CEO ROLES AND RESPONSIBILITIES

Policy Reference: BML-1.3

1. **CEO:**
Is the Chief Executive Officer of the Lakeshore School Division and therefore reports directly to the corporate Board.
2. **EDUCATIONAL LEADERSHIP:**
Provides leadership in all matters relating to education in the Division. Ensures students in the Division have the opportunity to meet the outcomes set by the Minister. Implements education policies established by the Minister and the Board.
3. **SUPERINTENDENT/BOARD RELATIONS:**
Establishes and maintains positive professional working relations with the Board. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
7. **STRATEGIC PLANNING AND REPORTING:**
Leads the Strategic Planning process including the development of Division goals and implements plans as approved. Involves the Board appropriately (Board identification of priorities and outcomes, opportunity for Board input early in the process, final Board approval). Reports regularly on results achieved.
8. **ORGANIZATIONAL MANAGEMENT:**
Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines within their portfolio. S
10. **LEADERSHIP PRACTICES:**
Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Minister.
11. **STUDENT WELFARE:**
Ensures the facilities adequately accommodate Division students. Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division. Acts as, or designates, the district's Truancy Officer for the Division.