



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

ADMINISTRATION ROLE OF THE SUPERINTENDENT– 301

Rationale

The Board of Directors for The **Catholic Independent Schools, Kamloops Diocese** (CISKD) CISKD requires a well-qualified Catholic educator and administrator to provide CISKD schools with expert leadership and advice to the Board on matters relating to education and Catholic identity and to ensure the policies and directives formulated by the Board of Directors are put into effect in an efficient, effective manner.

Policy

The Superintendent of Schools is directly responsible and accountable to the CISKD Board of Directors for the leadership and management of its Catholic schools; with due regard for the role and authority of the Bishop of Kamloops concerning theological, moral, and spiritual matters that are to imbue curriculum and resources used.

Procedure

In the day-to-day operation of the Society the Superintendent is responsible for advising the Board of Directors on matters arising in all areas of CISKD, for recommending policies to the Board of Directors, and for implementing policies, directives, regulations, and decisions adopted by the Board of Directors.

The Superintendent works with the President of CISKD and/or his designate regarding day-to-day operational matters and direction.

The Superintendent works collaboratively with others to implement and fulfill their responsibilities.

Evaluation of the Superintendent is conducted in the first or second year of employment and then once every three years. Evaluation will be the responsibility of the Bishop of Kamloops or designate.

Specific Areas of Responsibility

The Superintendent shall assume the following duties and responsibilities:

1. Nurturing Faith Formation

- a) Encourages, supports, and promotes spiritual development and faith formation opportunities within CISKD schools.
- b) Ensures quality Catholic religious instruction in the schools of CISKD by establishing effective instructional supervision practices along with providing opportunity for professional development and faith formation of personnel, as directed by the CISKD Board of Directors.
- c) Provides resources in support of faith celebrations to the school communities of CISKD.

2. Building a Faith Community



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- a) Fosters collaboration and communication between the Pastors/Parochial Administrators, Bishop's Representatives, parish(es), schools and Diocese.
- b) Supports and assists Local School Committees.
- c) Provides learning opportunities for members of Local School Committees, and other orientations as directed by the CISKD Board of Directors.
Promotes and strengthens Catholic identity within CISKD schools, the broader community and province.

3. Catholic Schools History & Philosophy

- a) Knows the history, purpose, and mission of CISKD schools.
- b) Utilizes church documents, Catholic guidelines, and directives to support CISKD schools.
- c) Supports school communities in developing programming that reflects the unique Catholic character of each school that aligns with the direction of the CISKD Board of Directors.

4. Relations with the CISKD Board of Directors.

- a) Prepares, in consultation with the President of the CISKD Board of Directors or his designate, agendas and background material for meetings of the Board.
- b) Attends all meetings of the Board of Directors.
- c) Shares correspondence issued by the Board of Directors.
- d) Informs the CISKD Board of Directors of financial matters concerning the Schools.
- e) Informs the CISKD Board of Directors on all aspects of the operation of the Schools.

5. Developing plans and policies for the system.

- a) Communicates annual system priority plans to the Board of Directors.
- b) Facilitates, in consultation with the Board of Directors, Local School Committee members and Principals, annual School Learning Improvement Plans in areas such as, but not limited to, Catholicity, Academics, Curriculum, Safety, Facilities.
- c) Creates, when appropriate and expedient, plans to deal with contingencies that arise.
- d) Facilitates for the systematic review and revision of school system and local School/ Committee procedures and documents as required.
- e) Ensures that sound direction, procedures, and guidelines are provided and followed by Schools that comply with Ministry direction and/or best practices.

6. Making decisions concerning the operation of the system.

- a) Determines means by which CISKD objectives and plans are realized.
- b) Directs the communication and explanation of CISKD policies to the personnel of CISKD.
- c) Supports the mediation of conflict that might arise from time to time between and among school communities.
- d) Decides, in consultation with the appropriate personnel, the action to solve administrative problems within and among the Schools or CISKD Office that might arise.
- e) Applies risk management processes and protocols in decision-making, planning, and monitoring of activities to minimize risk.
- f) Develops or engages systems and resources for the efficient and effective operation of the Schools.



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- g) Supervises and manages all aspects and personnel operating under the Office of the Superintendent.

7. Serves in an advisory capacity to Local School Committee.

- a) Attends regular Local School Committee meetings as requested by the Local School Committee, the Board of Directors or by the Superintendent's own initiative.
- b) Provides information on the role of Local School Committee members.
- c) Advises on Local School Committees protocols.
- d) Informs Local School Committees on matters relating to CISKD, Ministry of Education, FISA, CISCBC, etc.

8. Selecting and supervising administrative personnel.

- a) Develops, directs, and maintains procedures and resources for the selection, hiring, appraisal and termination of administrative personnel.
- b) Discusses with Principals their School Learning Improvement Plans.
- c) Discusses and monitors the annual personal professional growth plan of school administrators.
- d) Discusses with Principals the extent to which the maintenance or growth of learning objectives have been achieved.
- e) Provides advice and/or direction to Principals as they address problems which arise.

9. Selecting and supervising instructional personnel.

- a) Develops procedures and provides resources for the selection hiring, appraisal and termination of all personnel.
- b) Develops, implements, and monitors at a system and school level a professional growth model for the supervision and evaluation of all instructional and administrative staff.
- c) Develops procedures to address staffing guidelines for personnel: annual planning, expansion of staffing, new positions, administrative time, staff reductions, and other matters.
- d) Confirms and directs the employment status of casual, temporary, or continuing contract personnel or candidates.
- e) The Superintendent of Schools will be responsible for the evaluation of the Principal and will be conducted on a regular basis (once every four years). Vice- principals will be evaluated by the Principal with input and oversight from the Superintendent and will be conducted on a regular basis (once every four years). This may also extend to other staff, including but not limited to, teachers, and/or online learning administrators.
- f) Develops procedures and provides resources for the selection, hiring, evaluation and termination of staff including instructional, instructional support staff, independent contractors and casual personnel who would be included on CISKD payroll.
- g) Ensures all applicants to CISKD are screened for their eligibility to be in an employment relationship with CISKD.
- h) Extends all offers and contracts for employment, including Learning Support Service Providers who may be independent contractors serving online learning.
- i) Supports principals in developing a substitute teachers list for their school.



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10. Other staff

- a) Develops procedures and provides resources for the selection, hiring, evaluation and termination of all other staff including non-instructional support staff, independent contractors and casual personnel who would be included on CISKD payroll.
- b) Monitors the support staff appraisal process at the schools.

11. Curriculum & Instruction

- a) Ensures that curriculum meets the standards of the CISKD Board of Directors and the Ministry of Education.
- b) Advises on new developments in curriculum.
- c) Coordinates methods of implementation of new curriculum.
- d) Encourages and supports the inclusion of Catholic content in the government curriculum.
- e) As required, provides a review of curriculum on a system-wide basis.
- f) Provides resources in support of best practices in instruction and learning.
- g) Provides resources in support of best practices in instructional supervision.
- h) Considers system-wide standardized assessments, learning and professional development resources.

12. Represents the interests of Catholic education on behalf of the CISKD Board of Directors.

- a) Acts as spokesperson for the CISKD Board of Directors on matters of Catholic education.
- b) Acts on behalf of the CISKD Board of Directors when required on matters relating to Catholic education in the Diocese.
- c) Upon request, attend staff meetings of the Chancery Office.

13. Communicating with the general community.

- a) Coordinates all releases and responses to the media, and social media as applicable.
- b) Coordinates all reports to the Ministry of Education.
- c) Coordinates information released about CISKD or its Schools.
- d) Addresses inquiries from the community at large.

14. Engaging in relevant professional development.

- a) Reads professional literature.
- b) Attends education conferences, workshops, and courses.
- c) Visits other school systems.

15. Acting as CISKD Board of Directors representative.

- a) Meets with provincial government officials.
- b) Meets with civic officials.
- c) Meets with the community at large concerning educational matters.
- d) Attends ceremonial gatherings.

16. Maintaining contact with other educational organizations.

- a) Meets with officials from other school districts.



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- b) Meets with Ministry of Education officials.
- c) Serves as a member of Catholic Independent Schools of British Columbia.
- d) Serves as a member of the Catholic Independent School Committee of British Columbia.
- e) Represents CISKD as an organizational member of Federation of Independent Schools Association.

17. Stewarding financial practices.

- a) Drafts, presents, implements, monitors and executes the annual CISKD operational budget.
- b) Supports local school financial stewardship and processes.
- c) Facilitates CISKD/School finance team meetings.
- d) Facilitates annual review of salaries for proposal to the CISKD Board of Directors.
- e) Facilitates training opportunities for Principals, Local School Committee representatives and Pastors, Parochial Administrators, and Bishop's Representatives.
- f) Facilitates Tuition Assistance Review Committee.

18. Specific Areas of Responsibility.

- a) Monitors the appropriate use of CISKD logos, stationery, branding, promotional materials and presence in schools, within and beyond CISKD.
- b) Directs the supervision of personnel under the CISKD Office of the Superintendent.
- c) As appropriate, support schools in areas of professional development.
- d) Facilitates and prepares for meetings of the Society and CISKD Board of Directors.
- e) Facilitates ad hoc sub-committees of the Board: Salary Review, Religion and Family Life Review, Finance Advisory, Tuition Assistance Review, etc.
- f) Facilitates other ad hoc meetings and committees within CISKD.
- g) Authorizes system level meeting commitments of personnel (ie., school administrator meetings, cross-school networking, PLC meetings, or training opportunities).
- h) Serve on inter-system Committees: CISCBC, CISBC, FISA, and others as may arise.
- i) Determine and monitor standards of practice in schools: Safe Schools, Emergency Response, WorkSafe BC, provincial health orders or other legislative or Ministry requirements to ensure due diligence and compliance with ensuring safe communities for students and personnel.
- j) Performs such tasks as may be assigned from time to time by the President, his delegate or the Board of Directors of CISKD.

REFERENCE

Policy 204 - Role of the Board

Policy 302 – Evaluation of the Superintendent

Date Approved: April 1985
Date(s) Revised: November 1997, May 1999, August 2000, July 2021 AIP, Feb 2024