

The Chief Superintendent, as the chief executive officer of the Division, is assisted by an educational leadership team. Area Superintendents are members of this team.

The overall responsibility of an Area Superintendent is the enhancement of student learning and the preparation of students for graduation and post-secondary pursuits. This responsibility is carried out by the effective development, delivery and evaluation of educational programming.

The Area Superintendent is responsible for the overall administration of schools and offices within a geographical area of the Division. The second major responsibility of an Area Superintendent is Division-wide responsibility for an educational program. This educational assignment, which is determined by the Chief Superintendent in consultation with the Area Superintendent, may change from year to year. The complete position description for an Area Superintendent is available from the Human Resources Department.

### **Recruitment**

The Chief Superintendent is responsible for selecting the Area Superintendent. The Chief Superintendent will consult with and seek input from Area staff, parents, school committees, and local government officials. This input will assist in identifying significant issues facing the Area as well as desirable personal attributes for the position.

The Chief Superintendent, with assistance from the Human Resources Department, shall determine the process for seeking and compiling input related to the selection process, including the recruitment timeline, interview process, selection team and the employment contract. The selection team shall include area advisory committee members or another member of a local school committee if the area advisory committee member is unable to participate.

### **Credentials**

The Area Superintendent must be a role model for educational leadership in the Division. The Area Superintendent is therefore required to have a Masters Degree in an appropriate field, or to be in the process of obtaining such a degree with a completion date within two years.

**Work Plan**

Each year, the Area Superintendent will prepare a work plan for the current year. This plan is based upon the position description, recommendations from previous evaluations and includes a professional learning plan appropriate to the needs of the Division. The work plan will be reviewed with and approved by the Chief Superintendent and shared with staff throughout the Area.

**Evaluation**

The basis for the performance evaluation of the Area Superintendent is the position description for the position and the objectives and strategic activities identified in the yearly work plan. Evaluations shall be completed annually. The Chief Superintendent may choose to seek input from appropriate staff.

Adopted September 1, 2009		
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