

The Frontier School Board of Trustees is responsible for overseeing and managing the planning and delivery of educational programs and services in Frontier School Division. The Chief Superintendent is hired by the Board of Trustees to implement the policies of the Board, administer the operations of the Division under Board direction, and, as professional consultant to the Board, provide advice and recommendations to the Board on all aspects of the Division's operation. The Chief Superintendent is employed by the Frontier School Board of Trustees and reports directly to the Board.

As the chief executive officer of Frontier School Division, the Chief Superintendent is responsible for the administration of all aspects of the Division's operation. The complete position description for the Chief Superintendent is available from the Human Resources Department.

Recruitment

The Frontier School Board of Trustees is responsible for selecting the Chief Superintendent. The Board will consult widely and seek input from staff at all levels, school and area committees, parents and local government officials. The Human Resources Department will assist the Board in determining the process for seeking such input. This process will enable the Board to identify the significant issues facing the Division, the desirable personal attributes for the position and possible approaches for the selection process.

The Board of Trustees, with the assistance of the Human Resources Department, will compile the input received and will develop the recruitment process, including the timeline, advertising requirements, interview process, selection team and the employment contract.

Credentials

The Chief Superintendent must be the role model for educational leadership in the Division. The Chief Superintendent is expected to have the experience and credentials appropriate for the role of chief executive officer of the Division. Consequently, the minimal qualifications for the Chief Superintendent is a Masters Degree in an appropriate educational field.

Work Plan

Each year, the Chief Superintendent shall prepare a work plan for the current year. This plan is based on the position description, Board directed priorities and strategic directions, and recommendations from the annual evaluation. It will include a professional learning plan appropriate to the needs of the Division. The work plan will be reviewed with the Board of Trustees and the Chief Superintendent will share the plan with staff throughout the Division.

Evaluation

The basis of the performance evaluation of the Chief Superintendent will be the Board approved position description and the Chief Superintendent's annual work plan. The evaluation process, including input, scope and schedule, will be reviewed and approved by the Board of Trustees prior to implementation.

The performance of the Chief Superintendent shall be evaluated annually. The evaluation in the first year following hire shall be conducted by the Board with the assistance of an external consultant. In the second year, the Human Resources Department shall assist the Board. Thereafter, the Board may choose to have the assistance of a Board sub-committee, the Human Resources Department or an external consultant.

The above process for the evaluation of the Chief Superintendent may be adjusted at any time by the Board of Trustees.

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| Adopted September 1, 2009 | | |
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