



Superintendent

Job Description

Overview

The Catholic Schools of the Archdiocese of Vancouver (CISVA) strive to be “evangelizing school communities which foster a personal relationship with Jesus in the Church.” They exist to “guide students in the pursuit of truth, beauty and goodness within the Catholic intellectual tradition” and they “share in the mission of the Church to proclaim and build the Kingdom of God”.

The Superintendent provides leadership and support to CISVA schools as they set out to fulfill these objectives. He/she is responsible for the effective operation of the CISVA and for the implementation of the policies, procedures and regulations established by CISVA and the Ministry of Education for Independent Schools in the province of British Columbia.

I. Key Responsibility Areas

1. CISVA Mission, Vision, Philosophy
2. Policy Development and Implementation
3. Superintendent’s Office Leadership and Management
4. Constituent Relations
5. General Counsel & Conflict Resolution

II. Reporting and Supervisory Relationships

1. Reports directly to the CISVA Board of Directors
2. Supervises the Leadership Team consisting of:
 - a. Associate Superintendent (Educational Services)
 - b. Associate Superintendent (Human Resources)
 - c. Director of Evangelization and Catechesis
 - d. Director of Learning Support
 - e. Director of Finance and Administration



III. Primary Responsibilities

1. Mission, Vision, Philosophy of Catholic Education

- a. Ensures overall adherence and responsiveness to mission, vision, and philosophy of the CISVA.
- b. Leads the implementation of the 2022-2027 strategic priorities as set by the CISVA Board of Directors (Board).
- c. Models involvement in the parish and archdiocesan community, provides Catholic leadership, and works to ensure students and staff are provided opportunities for faith development.
- d. Recommends and initiates programs, procedures, and guidelines to facilitate effective and mission-driven operations.
- e. Provides opportunities for staff and broader CISVA community to engage in long-range planning activities.

2. Superintendent's Office

- a. Provides for the optimum engagement of the staff of the Superintendent's Office and sees that it is staffed with competent people who are delegated authority commensurate with their responsibilities.
- b. Defines the duties of all personnel.
- c. Sees to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives, and formal actions.
- d. Ensures that Educational Team service delivery to schools is consistent with CISVA Mission and Vision and Strategic Priorities.

3. Policy and Legislation

- a. Ensures adherence to Independent Schools Act and other BC Ministry of Education mandates and timelines.
- b. Enforces all provisions of law and all rules and regulations relating to the management of the schools and other educational and administrative activities under the direction of the Board.
- c. Assists in the development of and directs the implementation of CISVA policy.
- d. Manages and directs legal consultations and engagements as required.



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4. Other

- a. Works to ensure that positive external and internal communications are developed and maintained.
- b. Is directly responsible for news releases that pertain to education matters, policies, procedures, school related incidents or events. Approves media interviews of this nature with Principals and other employees.
- c. Sees that appropriate in-service training is conducted as necessary to carry out the educational programs of the CISVA.
- d. Acts on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

IV. Primary Relationships

The Superintendent observes and conducts the following relationships:

1. Board of Directors

- a. Prepares the agenda for board meetings in consultation with the President of the CISVA (Archbishop) and Vicar for Catholic Schools.
Maintains unique, regular, and direct communication with the President of CISVA (Archbishop) and Vicar for Catholic Schools on all matters of importance affecting CISVA schools.
- b. Facilitates effective communication between the Board, the Superintendent's Office, and Parish/Regional Education Committees. Relays all communications by the Board to same and receives any communications directed to the Board.
- c. Submits recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- d. Assists the Board in carrying out approved resolutions and mandates.

2. Superintendent's Office

- a. Collaborates with and oversees the *CISVA Leadership Team*.
- b. Collaborates and consults with the *Director of Finance and Administration* to develop and maintain a healthy operational budget for the Superintendent's Office and to ensure



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the financial management of the CISVA is in accordance with the terms and conditions of funding received under the Independent School Act.

- c. Collaborates and consults with the *Associate Superintendent (Educational Services)* to ensure that students in the CISVA have the opportunity to meet the standards of education set by the Ministry of Education and to facilitate the permeation of a Catholic Worldview throughout the curriculum.
- d. Collaborates and consults with the *Associate Superintendent (Human Resources)* in personnel functions and Human Resource initiatives including long-term analysis and projection of staffing needs and availability.
- e. Collaborates with the *Director of Evangelization and Catechesis* to ensure attainment of Evangelization and Catechesis goals and strategic priorities and to facilitate effective Religious Education curriculum delivery.
- f. Collaborates with the *Director of Learning Support* toward ensuring all students have equitable access to a Catholic education. Partners with Director in responding to critical school issues/concerns related to learning support.
- g. Collaborates with the *Human Resources Administrator* in oversight of administrative staff and office function.
- h. Collaborates with other members of the Superintendent's Office Staff through participation in monthly *Educational Team* meetings and *General Staff* meetings.

3. Principals

- a. Works with school principals to ensure that students are provided with a safe and caring environment that fosters and maintains Evangelization and formation in the Catholic Faith.
- b. Provides regular and ongoing support and direction to school principals on matters of policy, procedure, and strategic priority.
- c. Holds regular meetings with Principals to discuss educational and administrative initiatives and challenges.

4. Parish and Regional Education Committees (PEC/REC)

- a. Collaborates in leading and facilitating in-service and development opportunities for PEC and REC members.
- b. Works uniquely with Pastors and Chairpersons in assisting them to fulfill their respective mandates as set out under CISVA policy.
- c. Directs Superintendent's Office intervention in assisting PEC and REC response to school-based issues and concerns.



5. Other Stakeholders

- a. Maintains positive relationships with Archdiocesan Offices (RCAV) toward the betterment of schools.
- b. Maintains positive relationships with the Ministry of Education, Office of the Inspector of Independent Schools and with the Federation of Independent Schools (FISABC).
- c. Maintains positive relationships with other school districts, colleges, and universities.
 - i. Invests in unique and mutually supportive relationships with St. Mark's College/Corpus Christi College and with Catholic Pacific College.
 - ii. Invests in unique and mutually supportive relationships with Catholic Independent Schools of other BC Dioceses.
- d. Attends and gives input as required at regular meetings of principals' association (CISVAAA) and teachers' association (VCSTA).
- e. Solicits, gives attention to, and makes response to problems and opinions of school parents and employees.
 - i. Receives and directs inquiries and concerns of other school and community groups and individuals.