

## **SUPERINTENDENT - PLANNING AND PLANT**

### **PLANNING DUTIES AND RESPONSIBILITIES:**

1. To provide general supervision of the Planning and Operational Services Departments.
2. To serve as a member of the Executive Committee.
3. To prepare reports to the Board as required.
4. To be responsible for the acquisition and disposal of school properties in consultation with the Superintendent of Business.
5. To be responsible for identifying needs for new school facilities in consultation with the Superintendent of Business.
6. To take care of legal matters relating to the Planning and Operational Services Departments and the Plant Department.
7. To act as one of the Board's designated signing officers.
8. To supervise the preparation of comprehensive reports on:
  1. Rezoning Applications
  2. Plans of Subdivisions
  3. Area Studies
  4. District Studies
9. To be responsible for the preparation of annual enrolment projections by school and grade.
10. To be responsible for surveys as may be required to establish pupil yield.
11. To be responsible for monthly and yearly enrolment and attendance reports required by the metropolitan school board and the Ministry of Education.
12. To identify temporary and long-term attendance areas.
13. To maintain records of all new residential buildings under construction.
14. To provide the public with information on attendance areas and courses. This responsibility is shared with the Public Relations office.
15. To provide information with regard to:
  - Changes in attendance areas
  - Proposed new schools and additions
  - The effect proposed developments will have on school accommodation
16. To maintain liaison with the School Board
17. To be responsible for the operation of the Optional Attendance Area policy.
18. Textbooks
  - Liaison with the Program Department in preparing textbook lists for Board approval
  - Approval of requisitions for textbooks in liaison with the Superintendents of Schools
19. Revision and updating of Principals' Handbooks in cooperation with principals and superintendents of schools.
20. Approval for school closings, openings and re-openings.
21. Liaison with provincial and municipal levels of government concerning infant and child care.

### **PLANT DUTIES AND RESPONSIBILITIES:**

1. To provide general supervision of the Plant and Maintenance Department.
2. To make periodic inspections of all board properties.
3. To coordinate the preparation of the educational specifications for new schools, additions and renovations.
4. To be responsible for the preparation of the annual Capital Program and the Three and Five-Year Capital Estimates.
5. Other responsibilities as may be assigned.