



Assistant Superintendent

Administrative Procedure 2.B.40

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference: Public Schools Act, Education Administration Act

Date Adopted: January, 2004

Date Amended: October, 2006 April, 2010, October 2015

General Position Description:

The essential role of the Assistant Superintendent is to work collaboratively with the Superintendent and Board to develop and implement a strategic vision and plan for the Division and to ensure the proper operation of all aspects of education in the Division. This will include the establishment of systems which will allow the vision to be carried out in practice as well as a system for monitoring and evaluating the work of education. The Assistant Superintendent is also responsible for allocating public funds attributed for education purposes with integrity and efficiency.

The primary responsibility of this position will be to assist with the administration and leadership of all aspects of the school division with primary responsibility for Human Resources, Student Services and school supervision. The Assistant Superintendent reports to the Superintendent.

Specific Responsibilities and Duties:

1. Assists the Superintendent with the administration of all aspects of School Division operations.
2. Serves as the Superintendent designate in the absence of the Superintendent.
3. Oversees the Human Resources department of the division:
 - a. Works collaboratively with the Superintendent and Principals to develop staff projections/requirements which support the program goals and objectives of the division;
 - b. Facilitates communication among administrators, supervisors and staff regarding staff appointments, requests for transfer and leaves of absence;
 - c. Reviews and confirms staff assignments with Principals and works with administrators to assist new staff members to understand the values and mission of the division;
 - d. Recommends appointments and contract terminations to the Superintendent;

- e. Oversees the development of position descriptions, collective agreement administration, employee recruitment and orientation;
 - f. Develops and maintains divisional staff development, wellness and evaluation systems;
 - g. Assists Principals and other supervisory personnel in maintaining an effective staff evaluation program in accordance with division policy and procedure;
 - h. Provides support and supervision to divisional personnel as assigned;
 - i. Assists Senior Management and Principals in ensuring that personnel practices are in compliance with provincial statutes and federal law;
 - j. Supervises the development and maintenance of personnel records;
 - k. Assists the Superintendent and Board in collective agreement negotiations with employee groups.
4. Oversees curriculum & student programming:
- a. Provides a broad base of supportive and supervisory assistance to the Curriculum Consultant;
 - b. Oversees the financial planning and monitoring of curriculum related expenditures;
 - c. Facilitates communication with the Department of Education and other agencies.
 - d. Provides leadership in program evaluation, recommendations for program improvement, establishment of new programs, promotion of evidence-based practices, development and implementation of policies and programs essential to curriculum & student learning.
5. Assists the Superintendent and Secretary Treasurer in preparing annual budgets based on the needs of the programs in the areas of responsibility.
6. Serves as a supervisor of schools as assigned by the Superintendent.
7. Attends all Board meetings as directed by the Superintendent and prepares regular reports for the Board and Board Committee meetings as assigned.
8. Serves as the School Division Access and Privacy Coordinator.
9. Serves as the School Division Attendance Officer.
10. Coordinates divisional Emergency Preparedness Plans.
11. Serves as the divisional International Education and Non-resident Program Coordinator.

12. Coordinates the development of Administrative Procedures in support of Board policy.
13. Attends and reports to Leadership Team meetings and Divisional Committee meetings as required and assigned.
14. Liaises with and reports on all students attending programs outside the Division.
15. Conducts program evaluations as requested by the Superintendent.
16. Keeps informed of current educational research and practice through advance study, school system visitation, participation in educational conferences and other appropriate means.
17. Demonstrates personal professional growth and development in all areas within the scope of this position.
18. Assists the Superintendent in interpreting Board policy to principals, teachers and support staff.
19. Assists with the educational planning and evaluation guided by the division's vision and mission statements.
20. Oversees the planning, implementation and reporting of grants.
21. Provides a broad base of supportive, supervisory assistance to Principals.
22. Represent the Superintendent's department and the Division on a variety of committees within and outside the school division.
23. Perform any other related duties as may be assigned by the Superintendent.